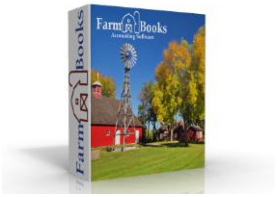
Version 4.0.6



FARMBOOKS ACCOUNTING SOFTWARE

Sanders Software Consulting Inc.

Administrative & User Guide

Table of Contents

Section 1: Farm Options 4

Open Farm 5
Open Demo Farm 6

New Farm 7
Setup Bank Accounts 11
Add Frequently Used Vendors 13
Add Employees 15

Close Farm 18

Backup Farm 19

Restore Farm 21

Import Data 24
Import MCFP DOS Version 8.1 or greater 26
Import Field Manager Corrections 34

Export Data 38

Section 2: Farm Year-End Operations 41

New Fiscal Year 41

Update Tax Table 44

Payroll Calendar Year-End 46

Section 3: Printing Checks 48

Print Checks or Print Paychecks 48

Section 4: Farm Preferences 51

Preferences 51

Preferences - Options Tab 52

Preferences - Backup Tab 55

Preferences - Cover Page Tab 56

Preferences - E-mail Tab 57

Preferences - Sound Tab 58

Preferences - Printer Tab 59

Preferences - Sort Tab 60

Section 5: Inventory 61

Beginning Inventory 61

Ending Inventory 66

Livestock Production 68

Section 6: Balances 70

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Bank Balances 70
Loan Balances 72
Receivables Balances 77

Section 7: Codes **82**
ATI-ATIGD Code (Account Codes) Structure 82
ATI-ATIG/D Codes 83
Activate and De-activate ATIG/D Codes 84
Payroll Defaults 85
External Codes 86
Enterprise Codes 87

Section 8: Taxes **89**
Tax Table 89

Section 9: Personal Information **91**
Farm Information Tab 92
Contact Information Tab 93
Product Information Tab 94

Section 10: Planning **95**
Budgeting 95
Tax Planning 97

Section 11: Enterprise **98**
Allocations 98

Section 12: Utilities **100**
Re-index 100
Analyze/Recalculate Farm Totals 102

Section 13: Accounting Register **105**
Register 105
Detail Register 108
Register - Reconcile 109

Section 14: Checks **112**
Checks - General Instructions 112
Checks - Menu Selections 115
Paychecks - General Instructions 116
Paychecks - Menu Selections 118

Section 15: Deposits **119**

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Deposits - General Instructions *119*

Deposits - Menu Selections *121*

Section 16: Invoices **122**

Generate Invoices *122*

Invoice Preferences *124*

Invoice Tab *125*

Invoice Reports *127*

Section 17: Batch Entry Tab **128**

General Overview *128*

Batch Menu *128*

Grid Popup Menu *128*

Batch Options *129*

Entry Preferences *129*
Grid Search 129
Show / Hide the filter row 129
Show / Hide the footer statistical panel 129
Mark Transaction as Cleared Bank on Post 129
Reassign CK/DP Number on Fiscal Year / Bank Change 129
Grid sort order 129
Assign CK / DP Number on Manual Entry 129

Clear Grid Sorting *129*

Clear Grid Filtering *129*

Import Data from the Bank or Credit Card Company *130*

Create an Import Data Map *130*

Import Bank Transactions *133*

Payee Naming Rules *135*

Batch Activities *137*
New 137
Open 137
Close 137
Mark All 137
Clear All 137
Post 137

Edit Buttons *137*
New 137
Record 137
Undo 137
Duplicate 137
Delete 137

ATIG/D Grid Column Buttons *138*
Four possible buttons can be displayed within the grid ATIG/D column 138

Grid Overview *139*

Section 1: Farm Options

Click **File** on the menu, or press **Alt-F** and the file menu will drop down. Different options will appear depending on if a farm is open in FarmBooks.

Menu Options when farm is open.

Menu options when farm is closed.

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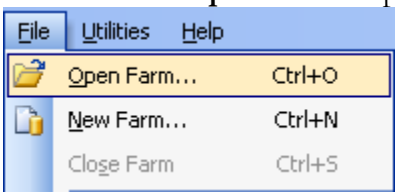
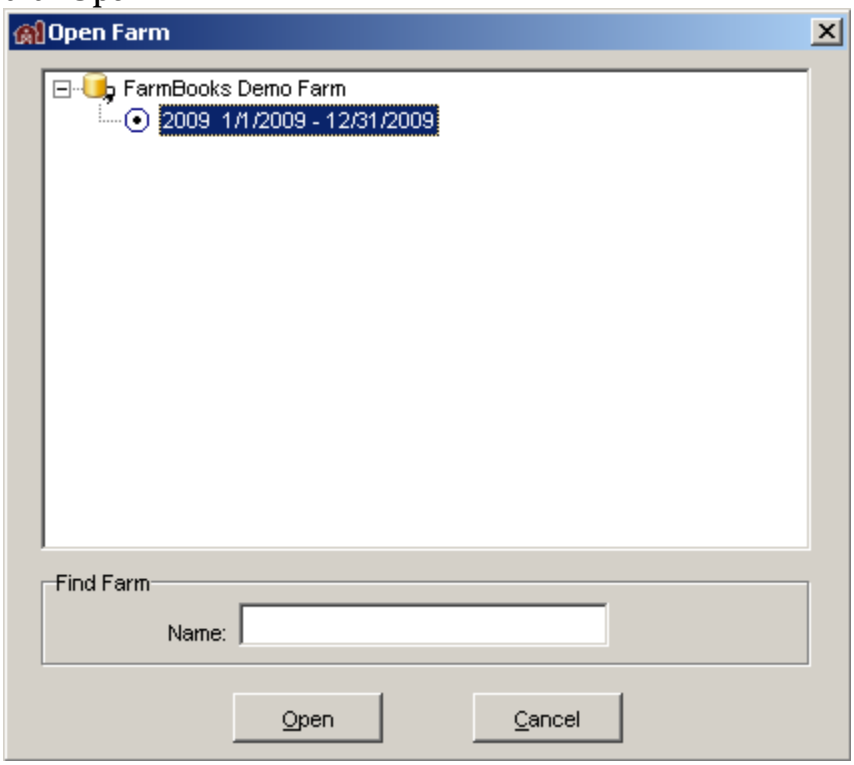
Open Farm

1) Click on **File: Open Farm** or press **Ctl-O**.



2) When the Open Farm window appears, click a farm name or press the + key on the keypad to display a list of available fiscal years for a farm, click on the fiscal year under the farm to highlight the choice, then click **Open**.



3) FarmBooks will open your farm and display a tabs for managing your farm.

FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 01/01/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Year-End Utilities Help
Cover Register Detail Register Batch Entry Checks Paychecks Deposits Invoices
FarmBooks
Accounting Software

NOTE: To open the same farm and fiscal year each time the program starts choose **File: Preferences - Open Last Farm Used on Startup**.

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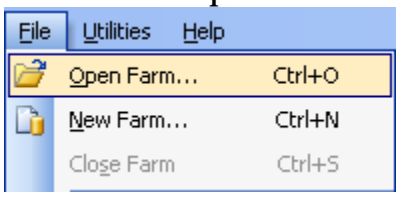
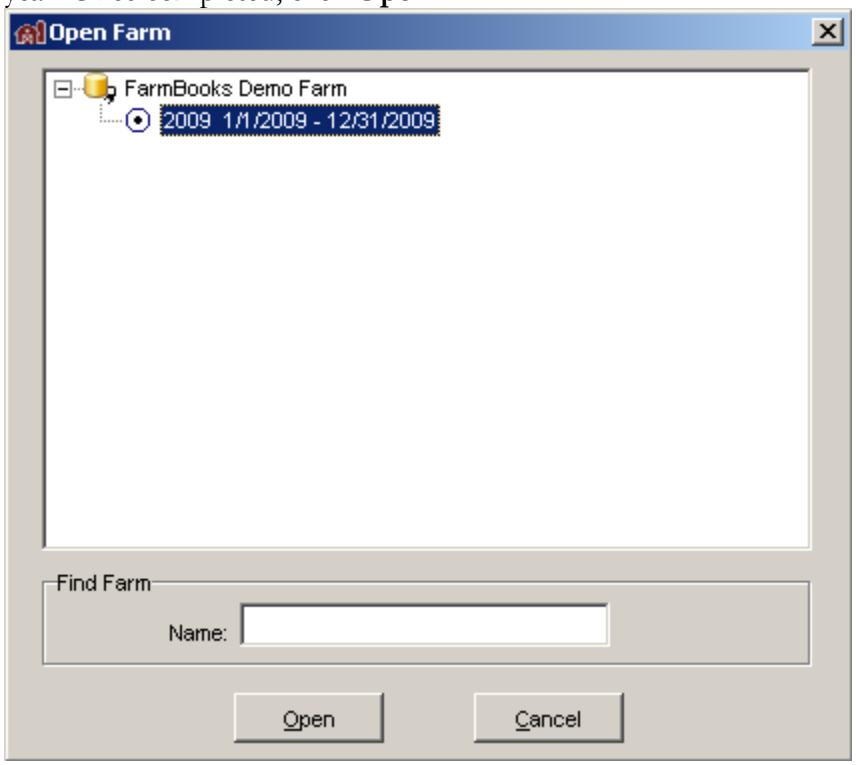
Open Demo Farm

FarmBooks ships with a demo database that can be used to record transactions and become familiar with the application. You can access the demo farm with the following steps:

1) Click on **File: Open Farm**



2) Click the **+** sign next to **FarmBooks Demo Farm** and then the radio button next to the 2009 calendar year. Once completed, click **Open**.



3) Note that now there are tabs for you to view and manage the demo farm.

FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 01/01/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Year-End Utilities Help
Cover Register Detail Register Batch Entry Checks Paychecks Deposits Invoices
FarmBooks
Accounting Software

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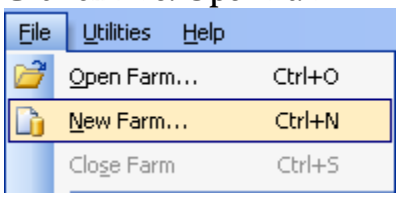
New Farm

FarmBooks can manage multiple one or more farms. Each farm must have a unique registration number to create a new database.

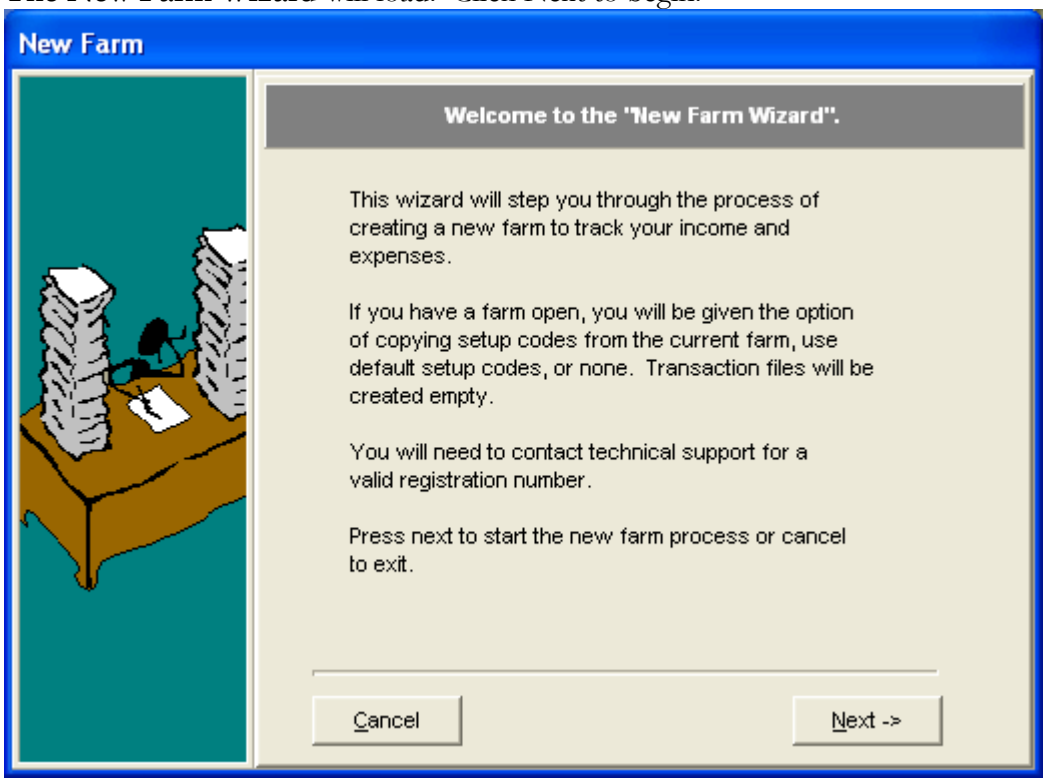
Call Sanders Software Consulting at (785) 865-5111 to request a registration number before beginning a new farm setup.

Use the **New Farm Wizard** to create a new farm.

1) Click on **File: Open Farm**



2) **The New Farm Wizard** will load. Click Next to begin.


New Farm
Welcome to the "New Farm Wizard".
This wizard will step you through the process of creating a new farm to track your income and expenses.
If you have a farm open, you will be given the option of copying setup codes from the current farm, use default setup codes, or none. Transaction files will be created empty.
You will need to contact technical support for a valid registration number.
Press next to start the new farm process or cancel to exit.
Cancel
Next >

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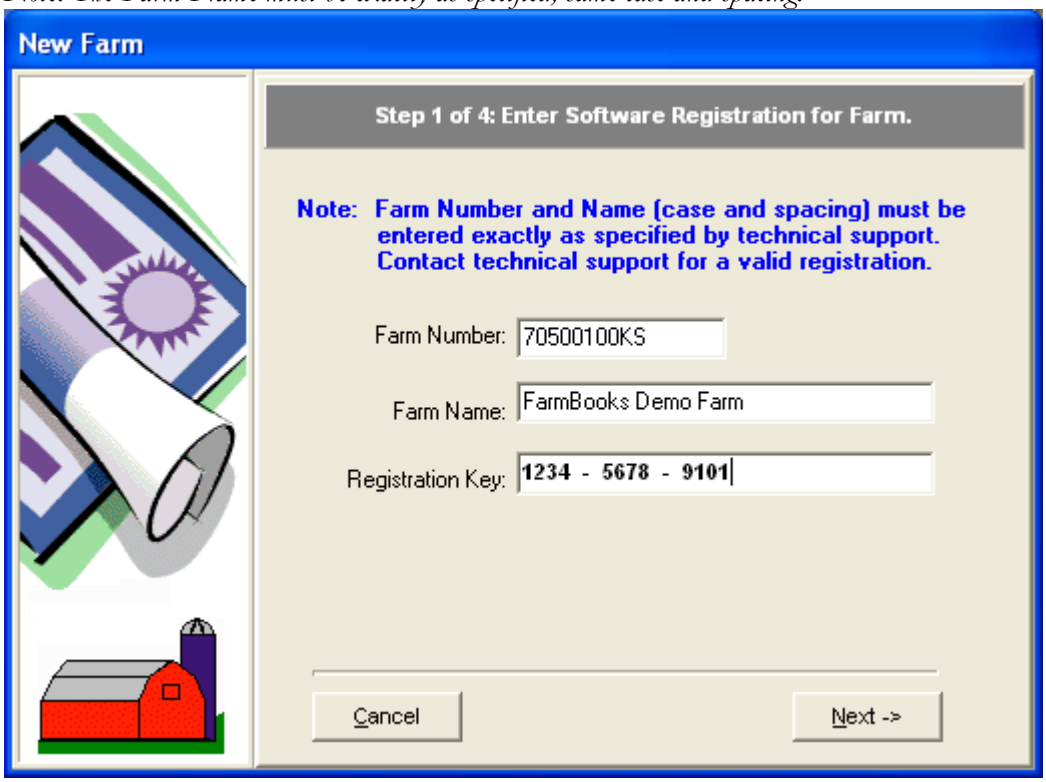
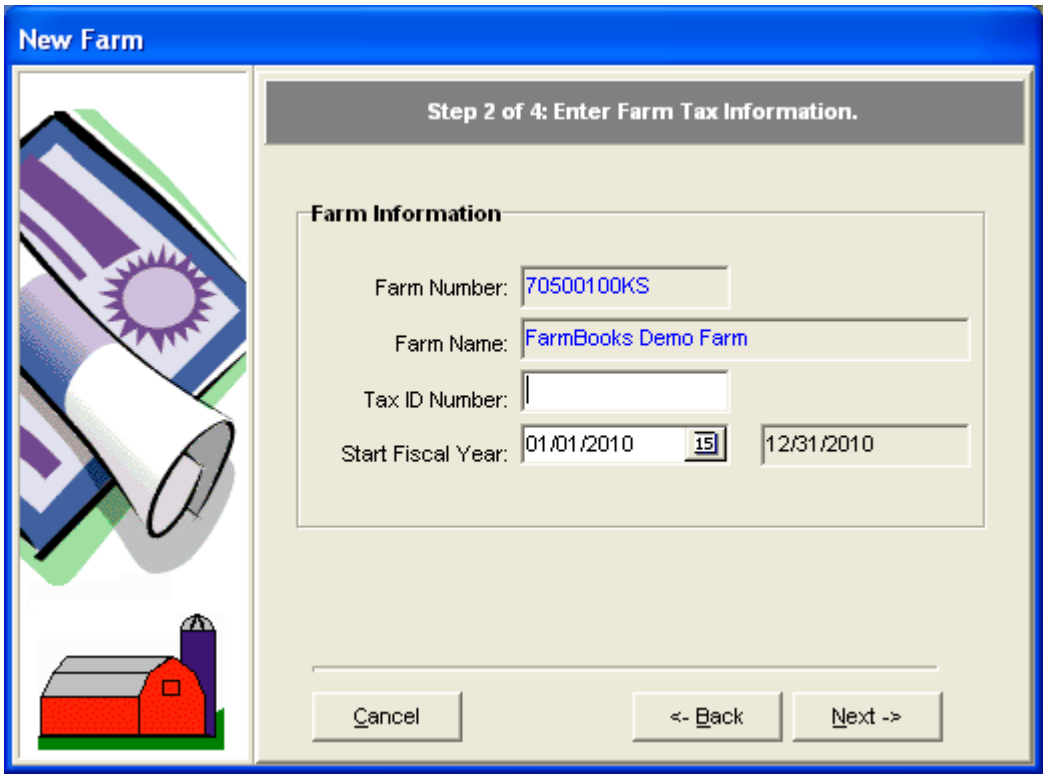
3) Enter the **Farm Number**, **Farm Name** and your **Registration Key** and then click **Next**.
Note: The Farm Name must be exactly as specified, same case and spacing.


New Farm
Step 1 of 4: Enter Software Registration for Farm.
Note: Farm Number and Name (case and spacing) must be entered exactly as specified by technical support. Contact technical support for a valid registration.
Farm Number: 70500100KS
Farm Name: FarmBooks Demo Farm
Registration Key: 1234 - 5678 - 9101
Cancel
Next ->

4) Enter the **Tax ID Number** (if known) and the date for **Start Fiscal Year.** The ending fiscal year date will appear beside the start date so you can verify your beginning and ending date. If this farm operates on a fiscal year instead of a calendar year, set the beginning of the fiscal year instead of accepting the default. Click **Next** to continue.



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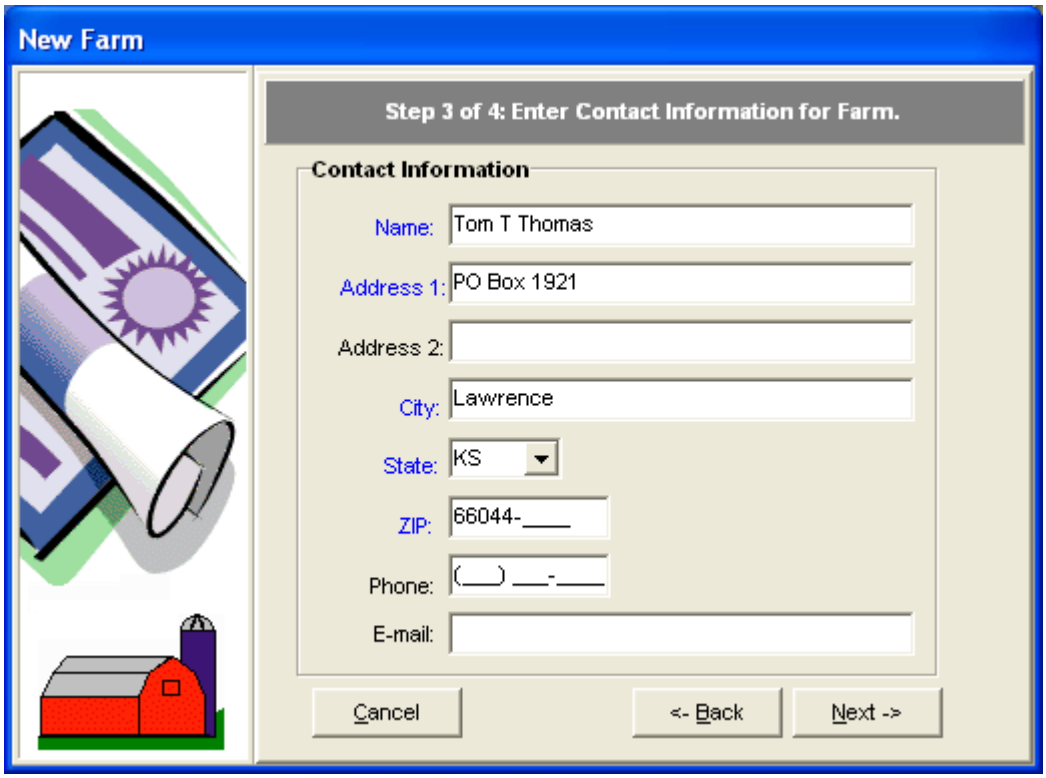
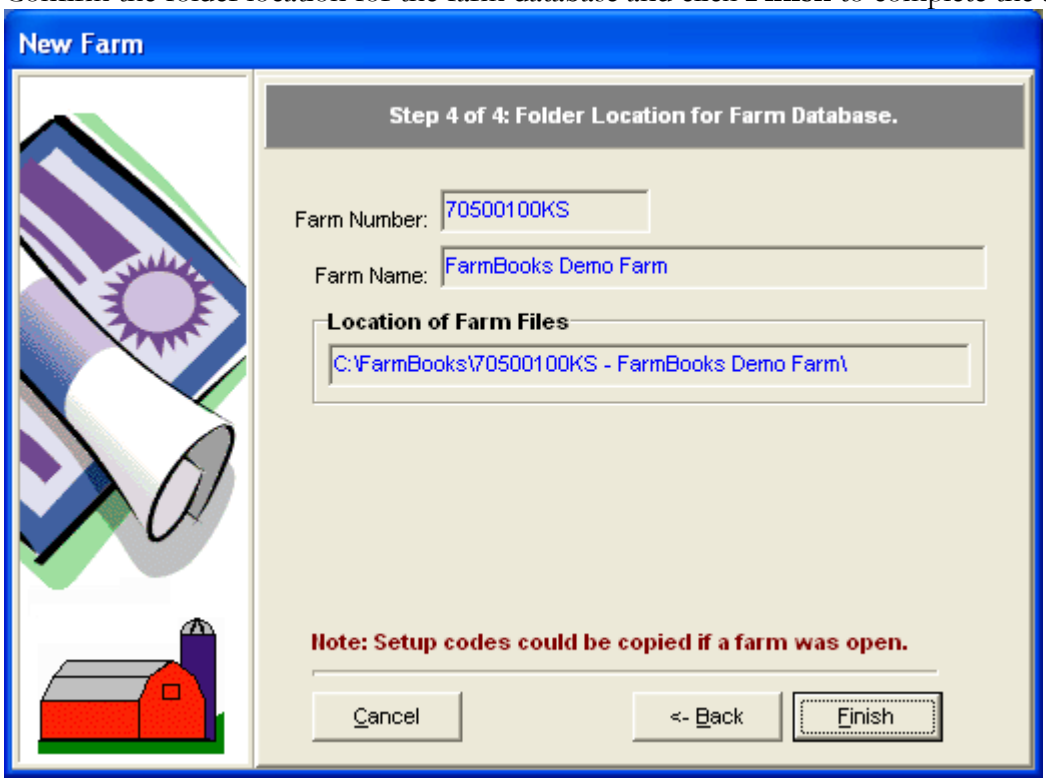
5) **Enter Contact Information for Farm** and click **Next**.



6) Specify which Setup Codes to Copy. If you have an existing farm open while you are creating a new farm, you will have the option to copy setup codes or use the default codes. If you do not have an existing farm open, this window will not appear. Click the Next button to continue.

7) Confirm the folder location for the farm database and click **Finish** to complete the setup.



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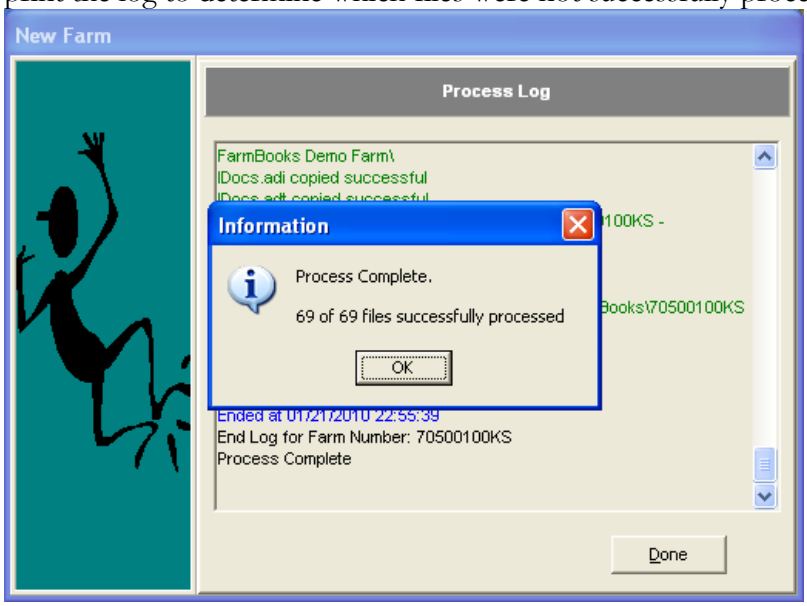
8) When the creation of the new farm is successful, you will get a message about the number of files that were successfully processed. If all files were not successfully created, click the box to View import log now and print the log to determine which files were not successfully processed.



After you create a new farm you will need to do the following:

- Set up at least one bank account for the farm
- Add frequently used vendors
- Add employees

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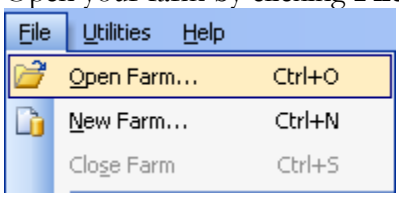
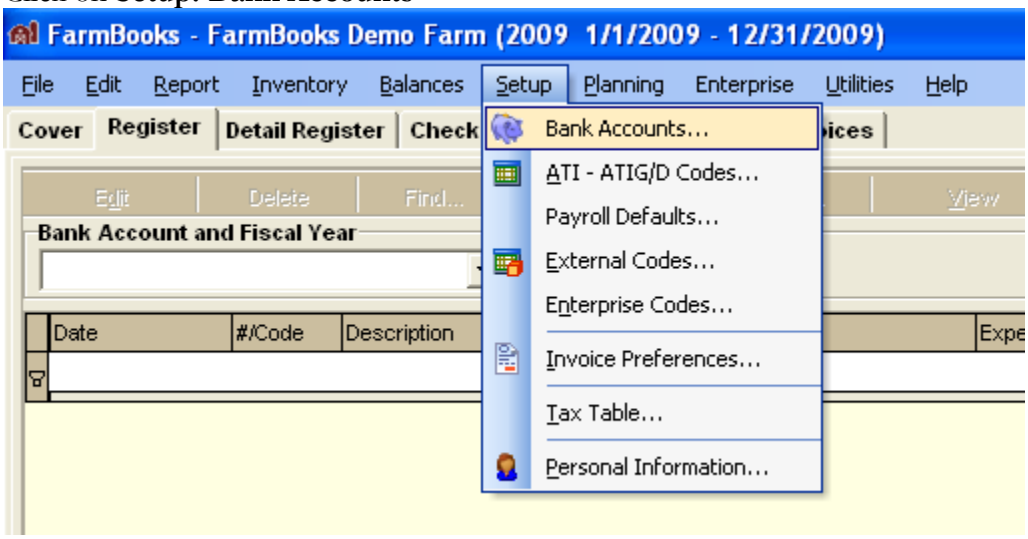
Setup Bank Accounts

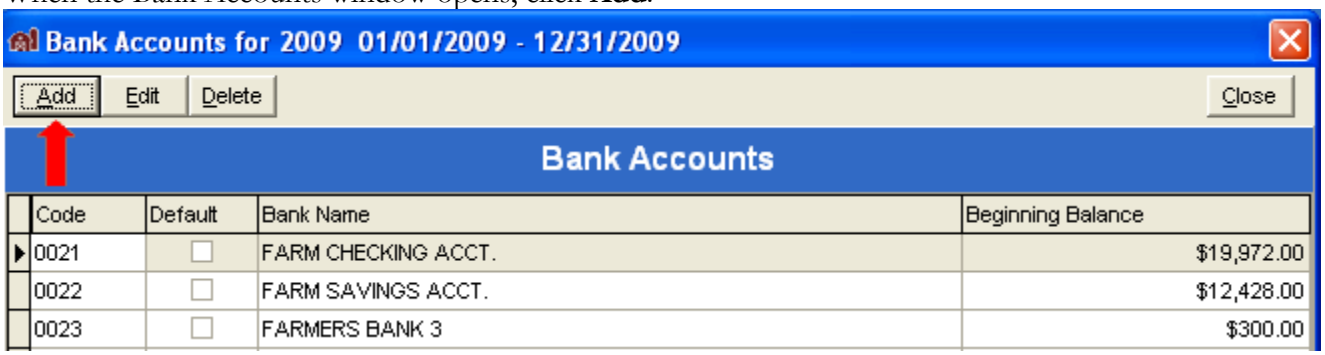
1) Open your farm by clicking **File: Open Farm**.



2) Click on **Setup: Bank Accounts**



3) When the Bank Accounts window opens, click **Add**.



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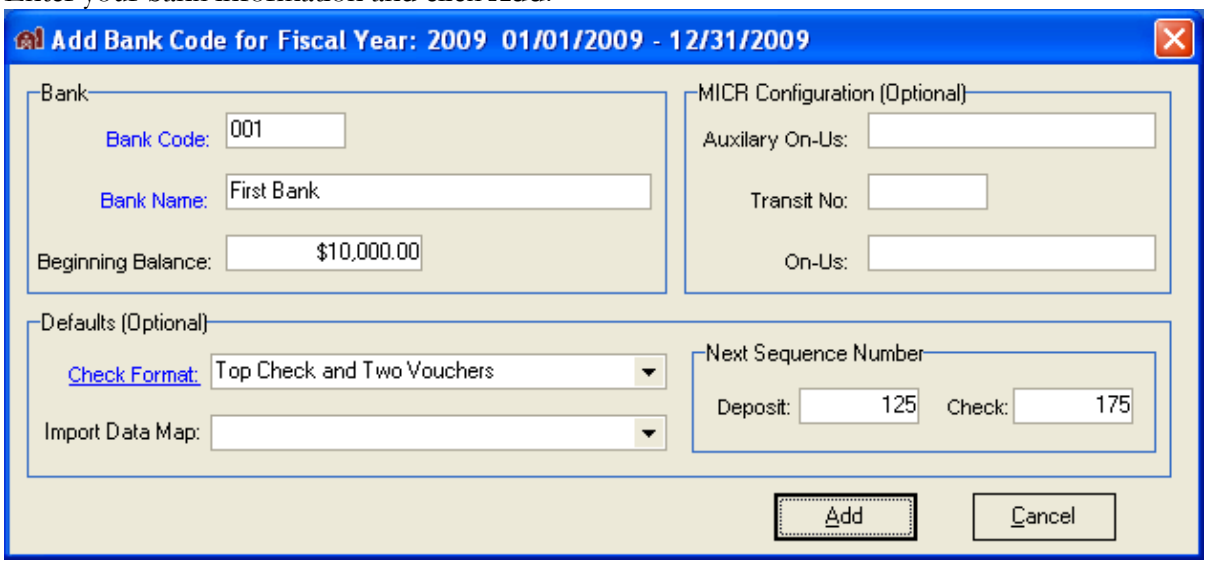
4) Enter your bank information and click **Add**.



5) Once completed, you can close out of the **Bank Accounts** window.

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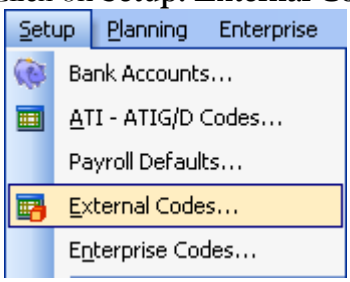
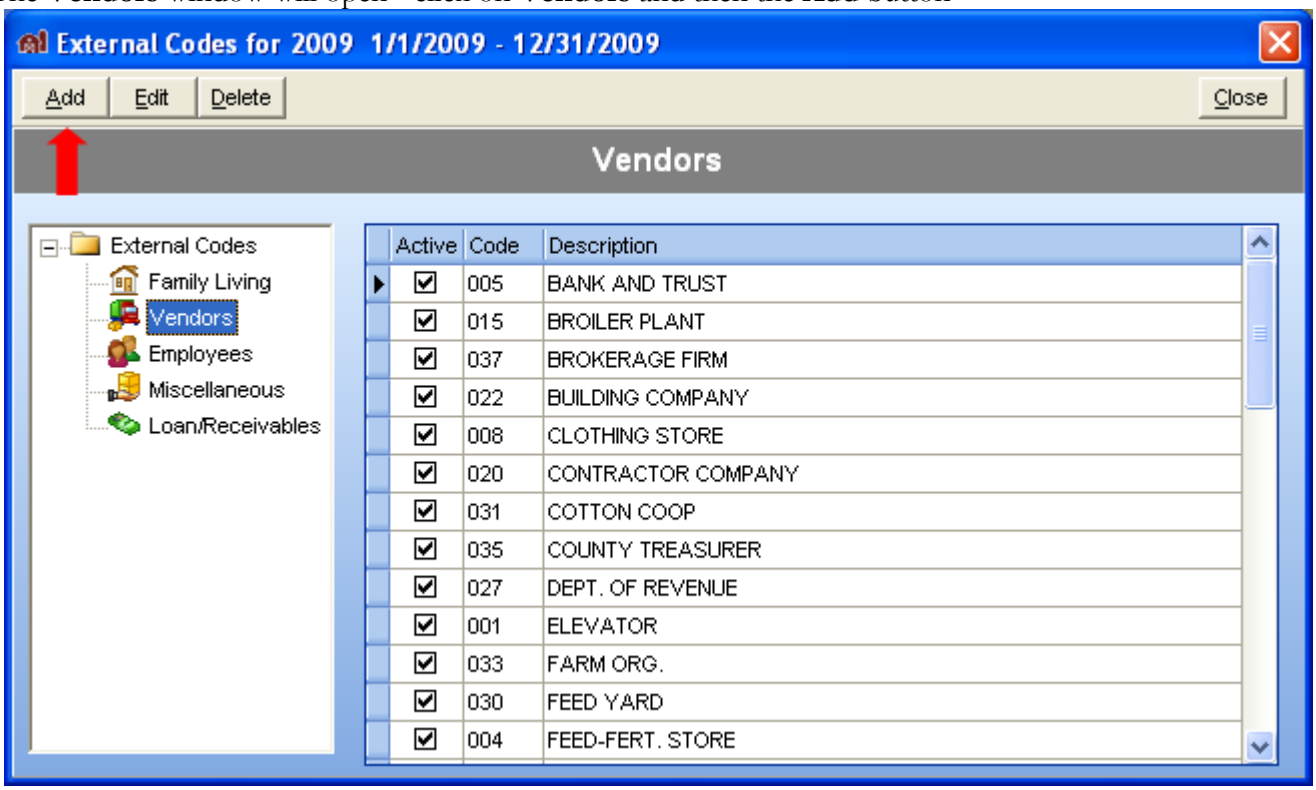
Add Frequently Used Vendors

1) Click on **Setup: External Codes**



2) The **Vendors** window will open - click on **Vendors** and then the **Add** button



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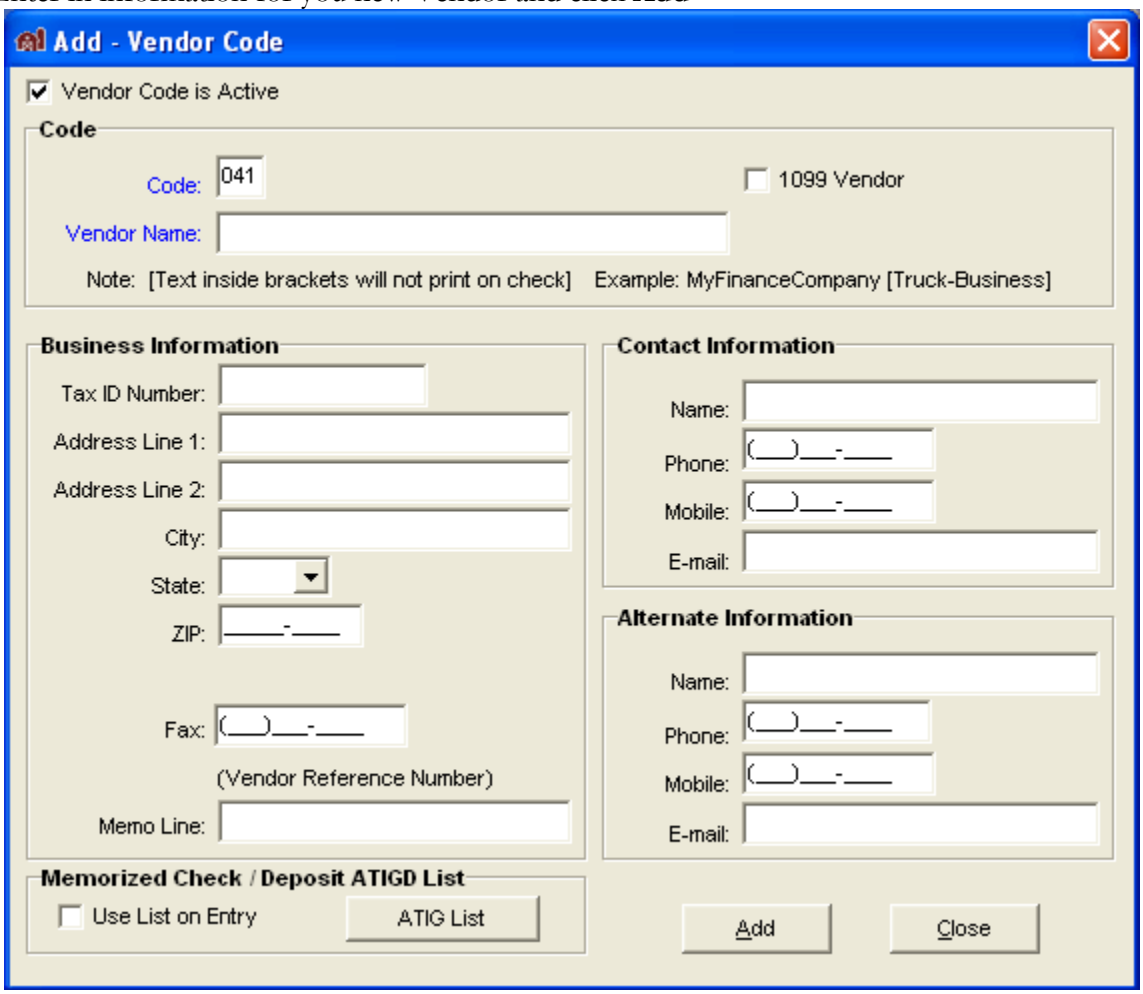
3) Enter in information for you new Vendor and click **Add**



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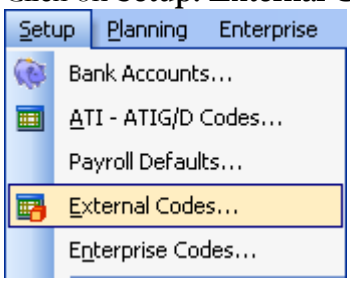
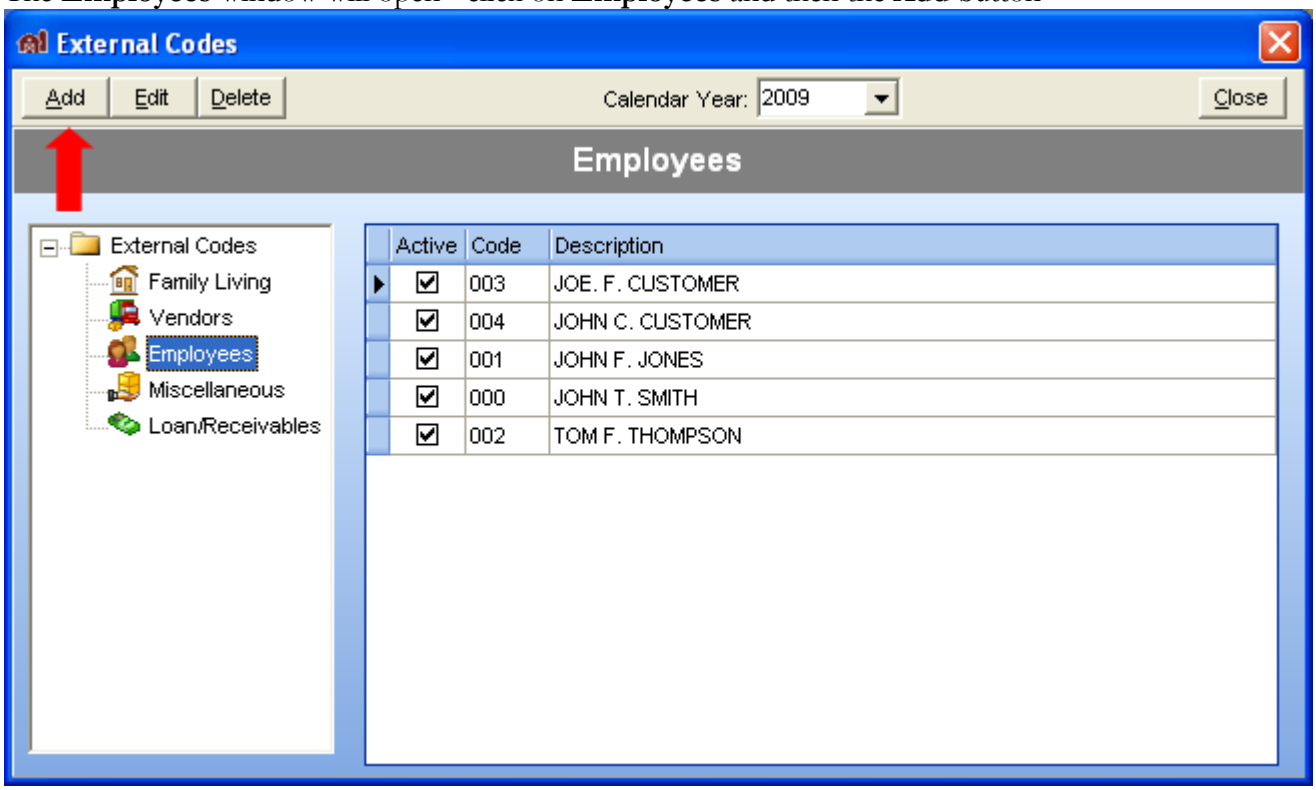
Add Employees

1) Click on **Setup: External Codes**



2) The **Employees** window will open - click on **Employees** and then the **Add** button



3) The **Edit Employees for Calendar Year** window will load with the **Employee, Employment, and Payroll Wizard** open. You can enter the following information in Step 1 of 2 in the wizard:

   a. Employee Information

   b. Sick and Vacation Tracking

   c. Employment Information (Hire, Release, Termination Dates)

   d. Payroll Information (Pay Period, Pay Type)

   e. Federal & State Withholding Info

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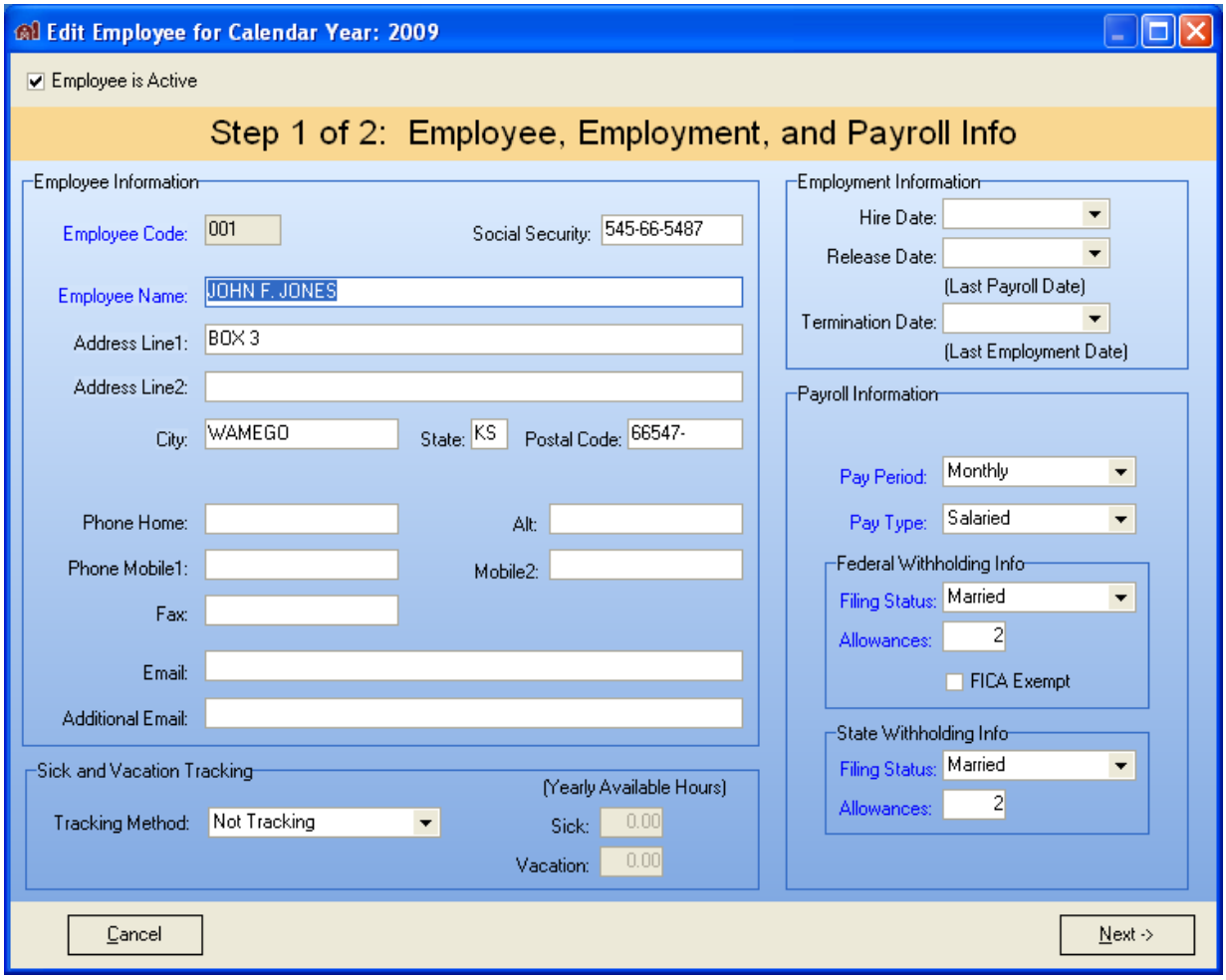

4) When completed, click on the **Next** button where you can enter **Earning and Deductions.**

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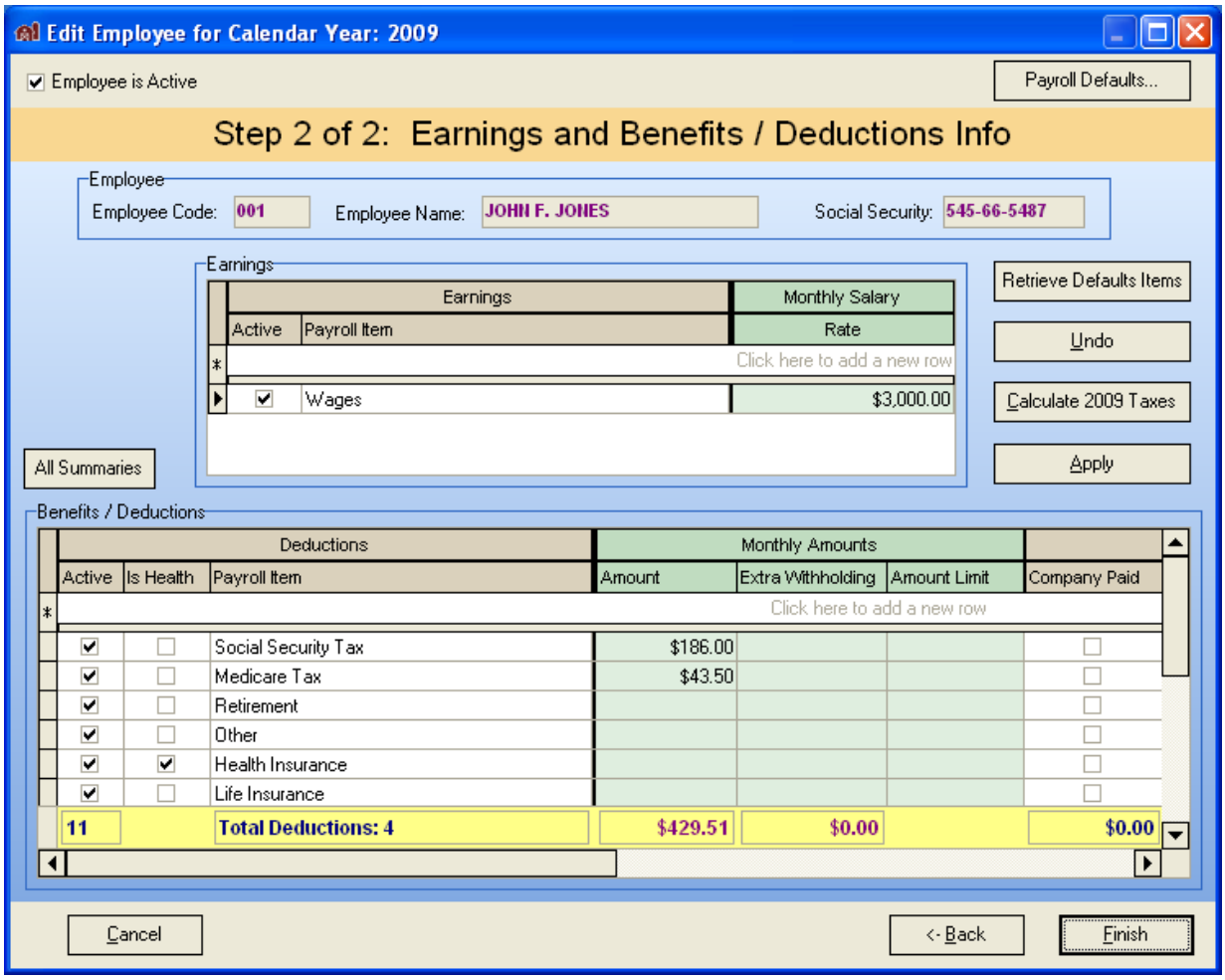
5) In step 2 of 2 of the wizard, enter the employee salary rate per pay period (monthly salary is shown above and is stated above the word rate in the earning grid). If the employee is hourly, enter their hour rate per hour on the wage line in the earning grid. In the case of an hourly employee, their deductions are calculated at the time the paycheck is written.



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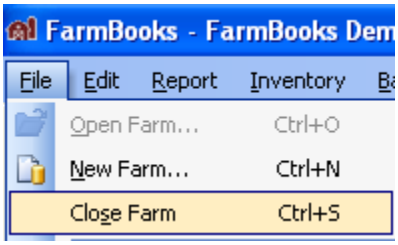
Close Farm

Press Ctl-S or choose File: Close Farm from the menu. This will close the current Farm so it is possible to open another farm. A farm must be closed before restoring data from a backup.



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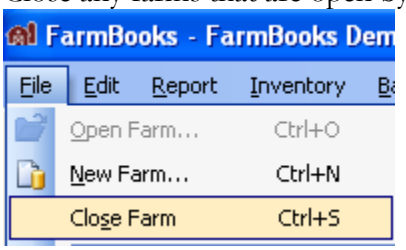
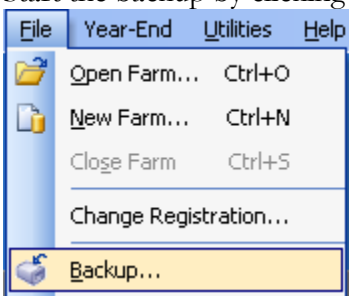
Backup Farm

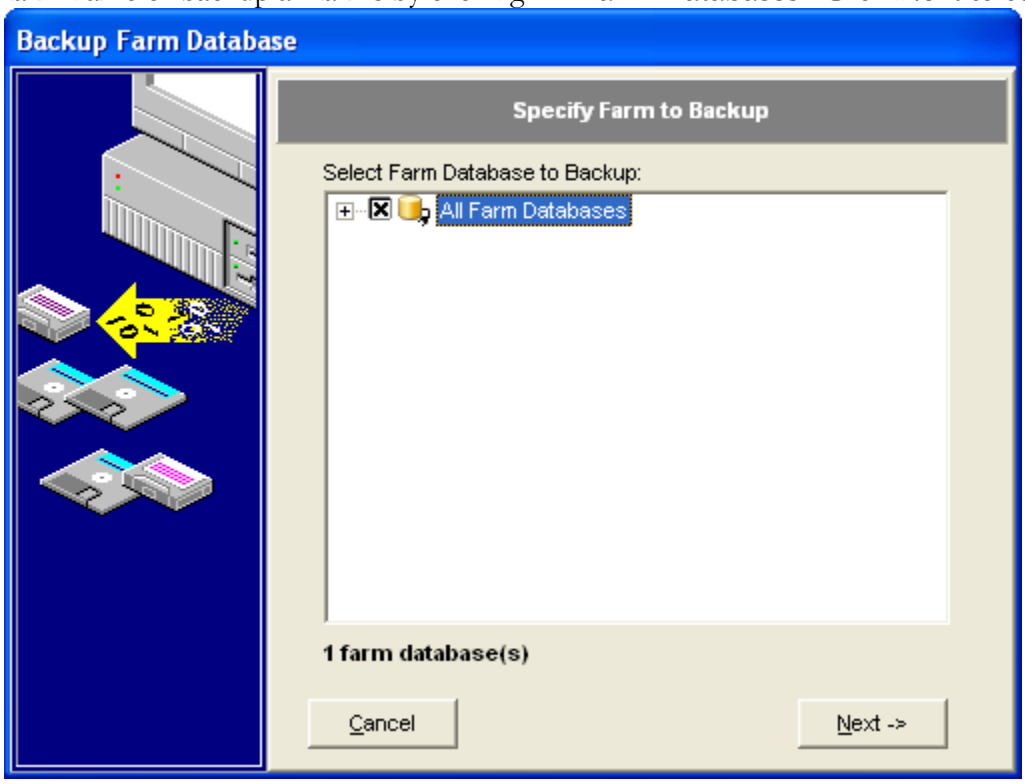
1) Close any farms that are open by clicking **File: Close Farm**.



2) Start the backup by clicking **File:Backup**.



3) The Backup Farm Database window will open. Select the farm to backup by clicking in the box beside the farm name or backup all farms by clicking **All Farm Databases**. Click **Next** to continue.



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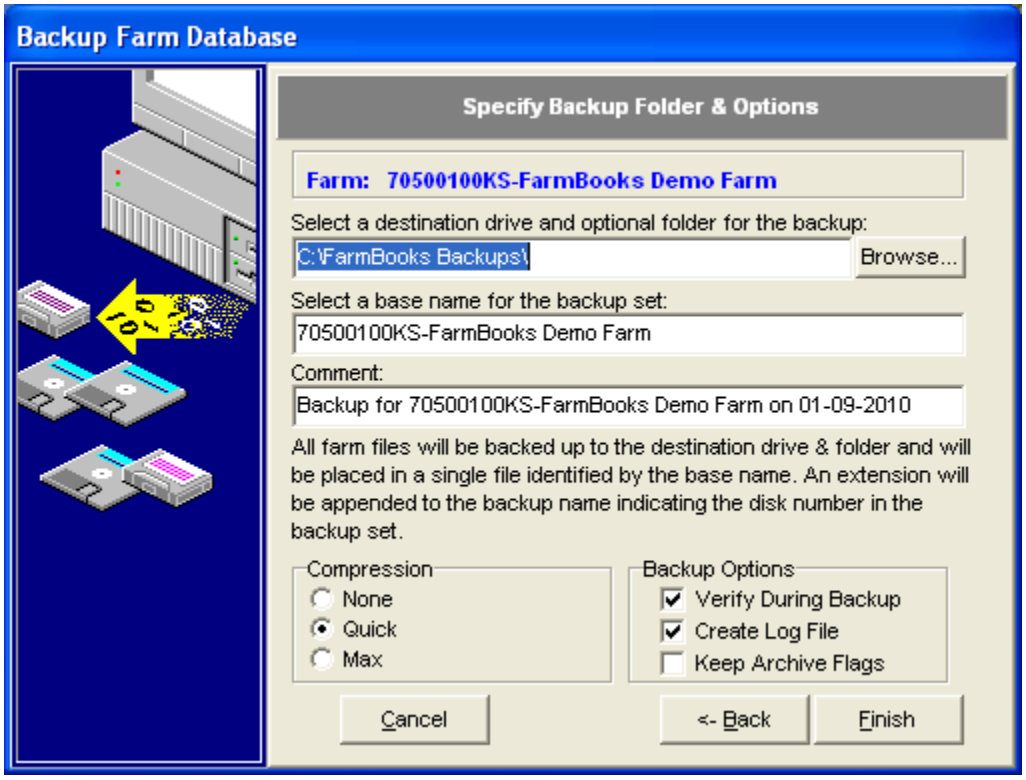
4) You can backup your data to a USB removable drive, diskette, zip drive, CD or some other folder on your hard drive.

   a) Click the **Browse** button to find a drive and folder for the backup.

   b) Choose the **level of compression** if you wish to reduce the size of the backup file.

   c) Choose **backup options**. Click on the "Keep Archive Flags" setting to maintain the current flags on the database files being backed up.


Backup Farm Database
Specify Backup Folder & Options
Farm: 70500100KS-FarmBooks Demo Farm
Select a destination drive and optional folder for the backup:
C:\FarmBooks Backups\
Browse...
Select a base name for the backup set:
70500100KS-FarmBooks Demo Farm
Comment:
Backup for 70500100KS-FarmBooks Demo Farm on 01-09-2010
All farm files will be backed up to the destination drive & folder and will be placed in a single file identified by the base name. An extension will be appended to the backup name indicating the disk number in the backup set.
Compression
None
Quick
Max
Backup Options
Verify During Backup
Create Log File
Keep Archive Flags
Cancel
<- Back
Finish

5) Click **Finish** to perform backup.

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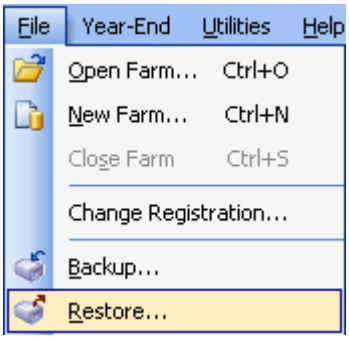
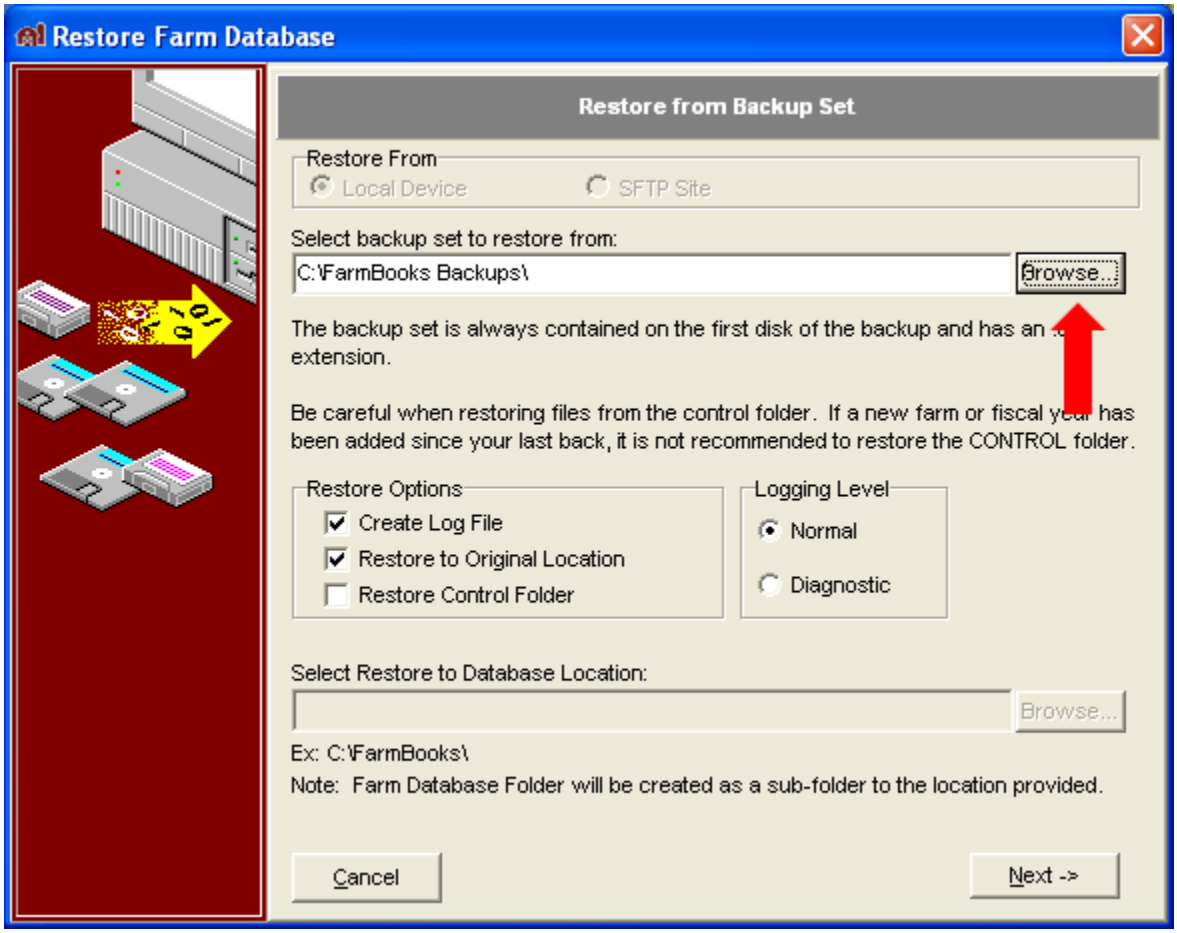
Restore Farm

1) Close any farms that are open before starting a restore.

2) Choose **File:Restore** from the menu to open the **Restore Farm Database** window.



3) Click the **Browse** button find the backup set to restore from. This file may be on a USB removable drive, diskette, zip disk or CD. The backup set may be comprised of several files depending on the storage capacity of the backup media. The farm number and farm name identifies the backup set by default and the file has a .001 extension. To create a log when restoring the farm, click the **Create Log File** option.
4) If you are setting up a new computer, check "Restore Control Folder" to have your registration information automatically restored.
5) Press **Next**. to continue.


Restore Farm Database
Restore from Backup Set
Restore From
Local Device
SFTP Site
Select backup set to restore from:
C:\FarmBooks Backups\
Browse...
The backup set is always contained on the first disk of the backup and has an .
extension.
Be careful when restoring files from the control folder. If a new farm or fiscal
has been added since your last back, it is not recommended to restore the CONTROL folder.
Restore Options
Create Log File
Restore to Original Location
Restore Control Folder
Logging Level
Normal
Diagnostic
Select Restore to Database Location:
Browse...
Ex: C:\FarmBooks\
Note: Farm Database Folder will be created as a sub-folder to the location provided.
Cancel
Next ->

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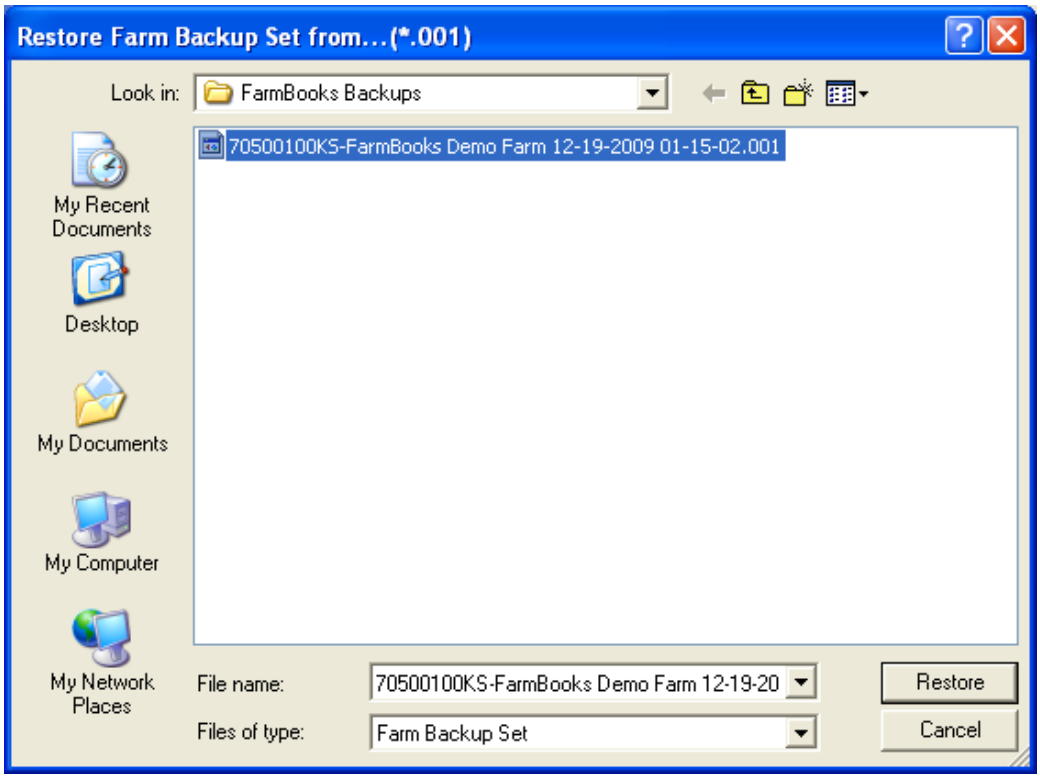
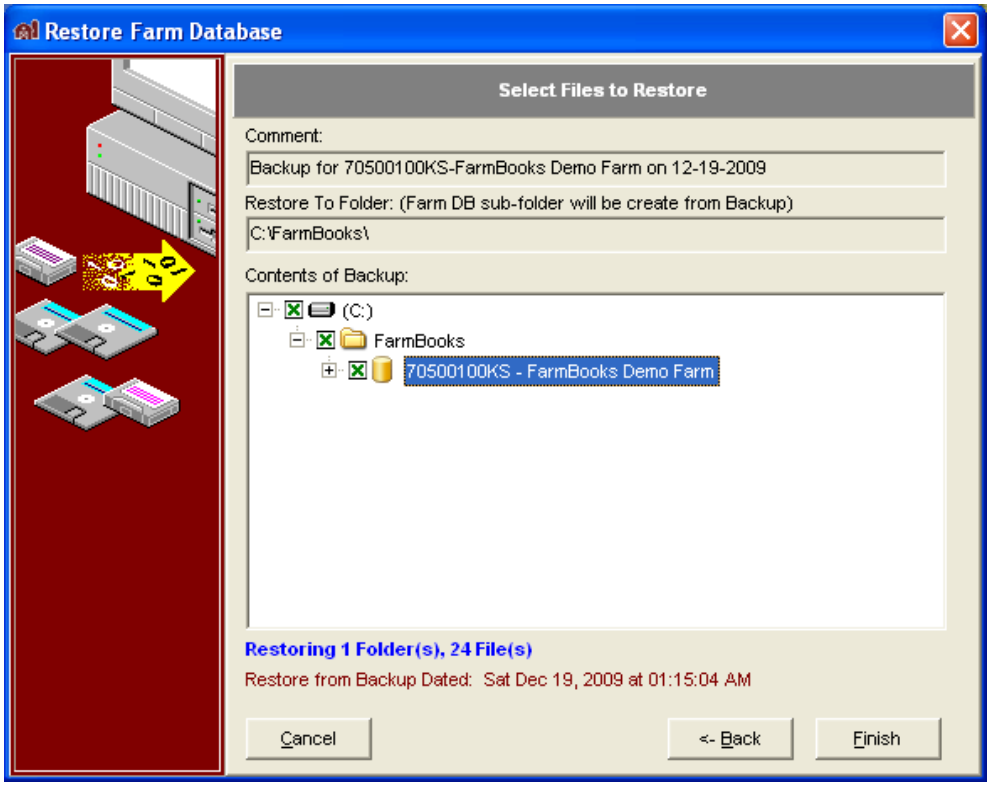


6) The **Select Files to Restore** window will open. If you are restoring a single farm database, simply click the top checkbox to select all files to restore. However, if you re restoring from a multiple farm database then click the plus (+) signs in the tree until you see the farm number and farm name to restore. Click the check box beside the farm to be restored and then click **Finish**.



7)

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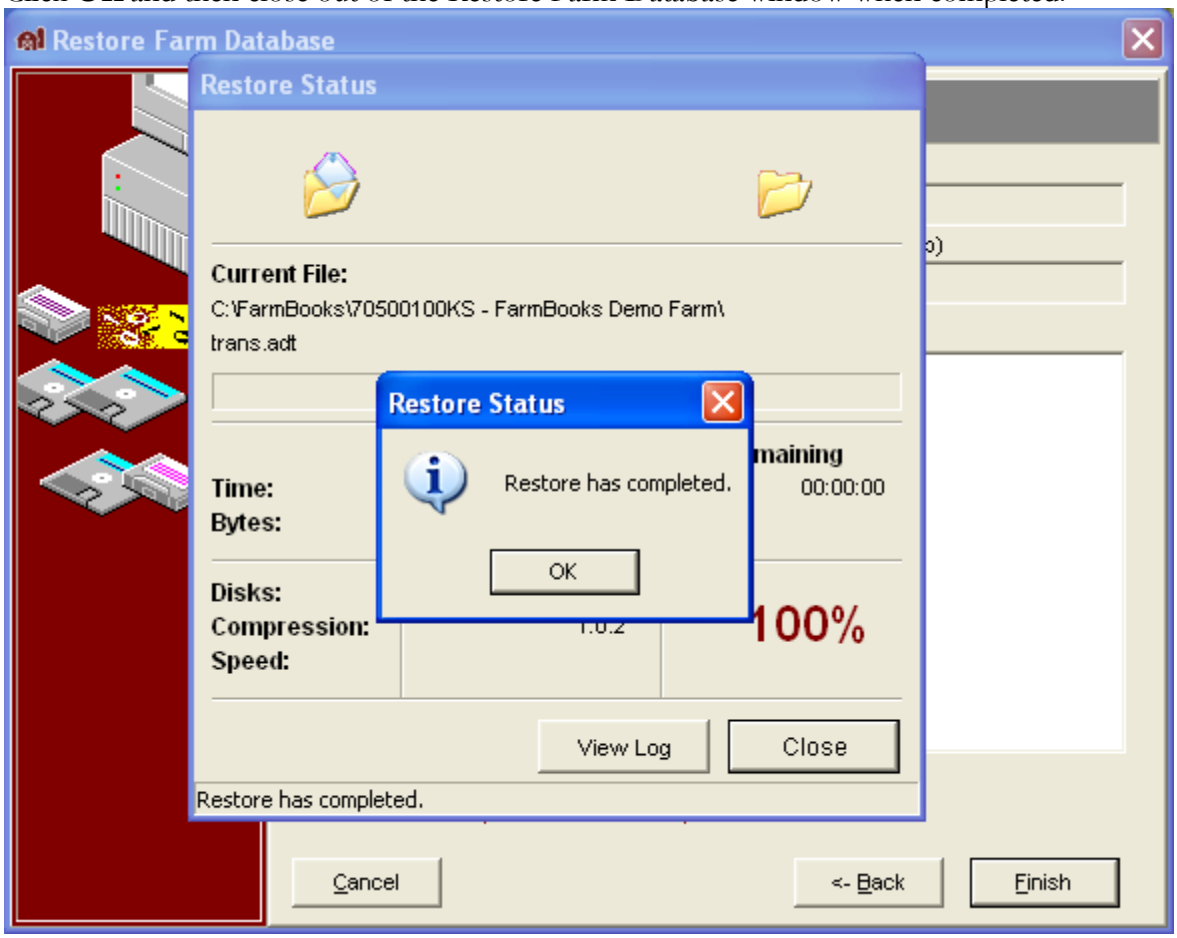
There is also a folder named "Control" if you checked "Restore Control Folder" and by default this is unchecked. This could be used to restore your registration information and available fiscal years. You can restore all farm files or a single farm.

8) Click **OK** and then close out of the Restore Farm Database window when completed.



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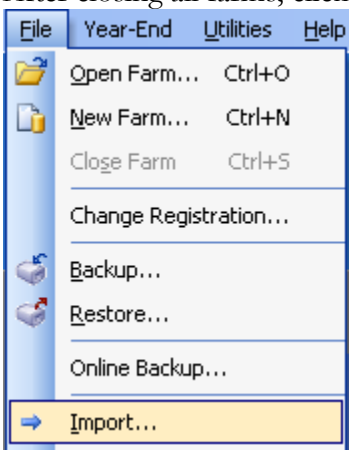
Import Data

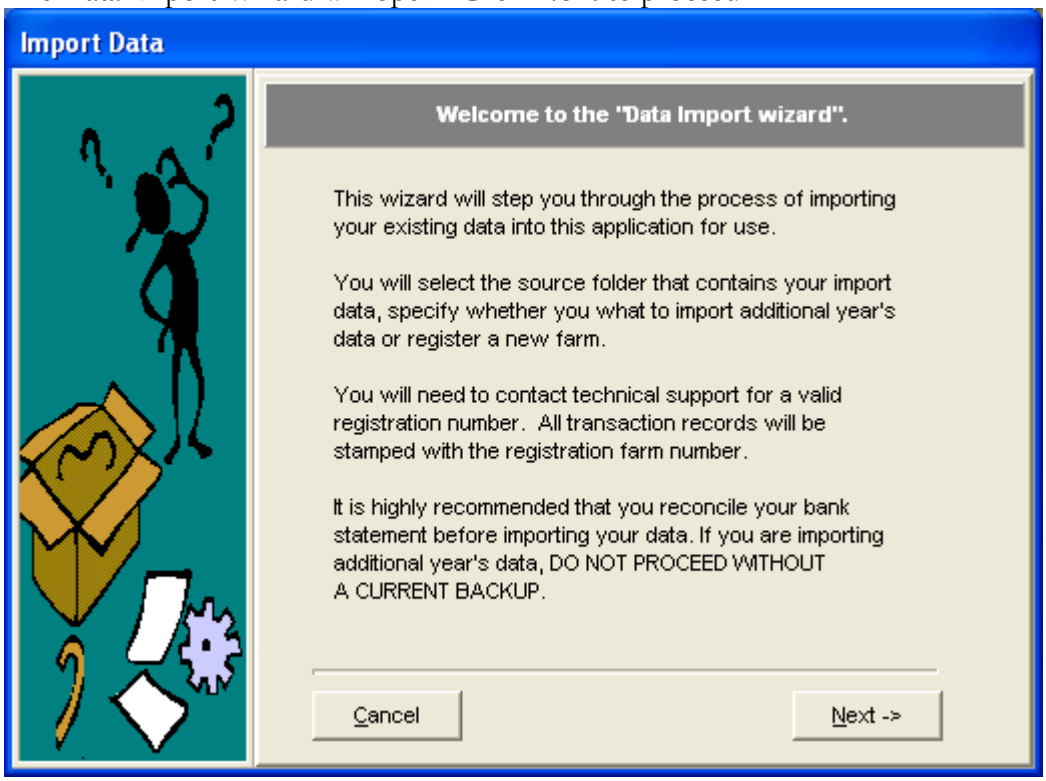
FarmBooks has a data import wizard to import a previous year's data from DOS MCFP. You will select the source folder that contains your import data, specify whether you want to import additional year's data or register a new farm. **If you are registering a new farm contact Sanders Software Consulting, Inc. for a valid registration number.** All transaction records will be stamped with the registration number.

It is recommended that you reconcile your bank statement before importing your data. If you are importing additional year's data, make a current backup of both the old and new program data.

1) After closing all farms, click **File:Import**.



2) The Data Import Wizard will open. Click **Next** to proceed.


Import Data
Welcome to the "Data Import wizard".
This wizard will step you through the process of importing your existing data into this application for use.
You will select the source folder that contains your import data, specify whether you what to import additional year's data or register a new farm.
You will need to contact technical support for a valid registration number. All transaction records will be stamped with the registration farm number.
It is highly recommended that you reconcile your bank statement before importing your data. If you are importing additional year's data, DO NOT PROCEED WITHOUT A CURRENT BACKUP.
Cancel
Next ->

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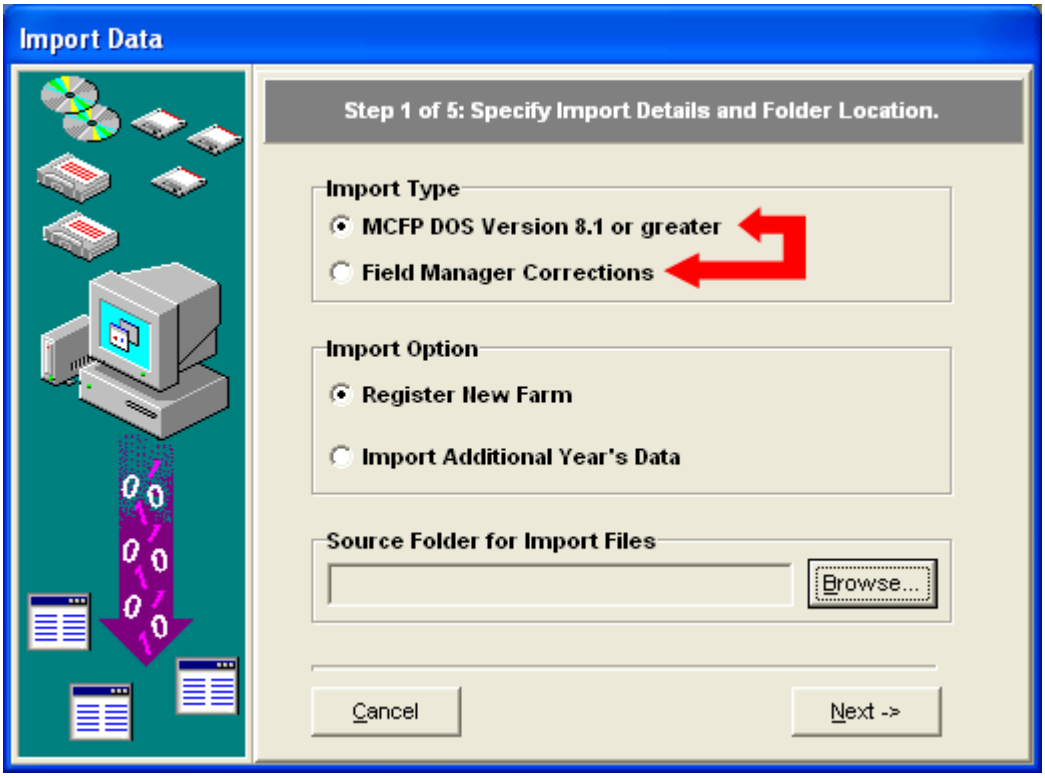
3) **Specify Import Details and Folder Location**

You have two options when importing data:

Option 1: Import MCFP DOS Version 8.1 or greater
Option 2: Import Field Manager Corrections



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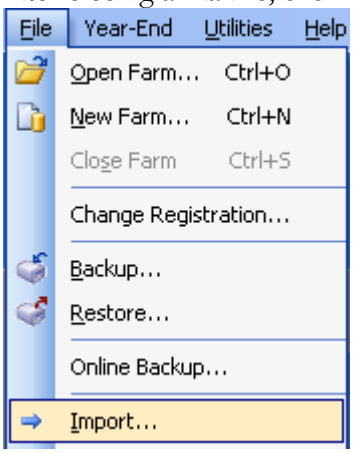
Import MCFP DOS Version 8.1 or greater

When you choose to import a MCFP DOS database, you can either:

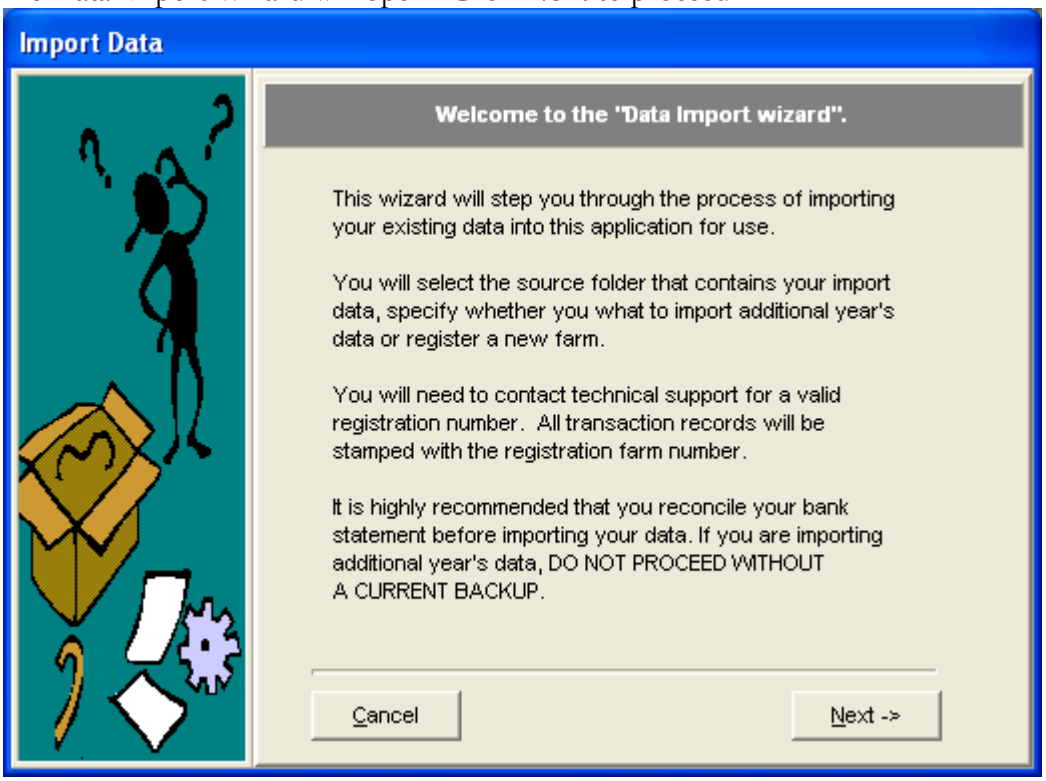
a) **Register a new farm with the data or**
b) **Add another year of data to an existing farm**

Register New Farm

1) After closing all farms, click **File:Import**.



2) The Data Import Wizard will open. Click **Next** to proceed.


Import Data
Welcome to the "Data Import wizard".
This wizard will step you through the process of importing your existing data into this application for use.
You will select the source folder that contains your import data, specify whether you what to import additional year's data or register a new farm.
You will need to contact technical support for a valid registration number. All transaction records will be stamped with the registration farm number.
It is highly recommended that you reconcile your bank statement before importing your data. If you are importing additional year's data, DO NOT PROCEED WITHOUT A CURRENT BACKUP.
Cancel
Next >

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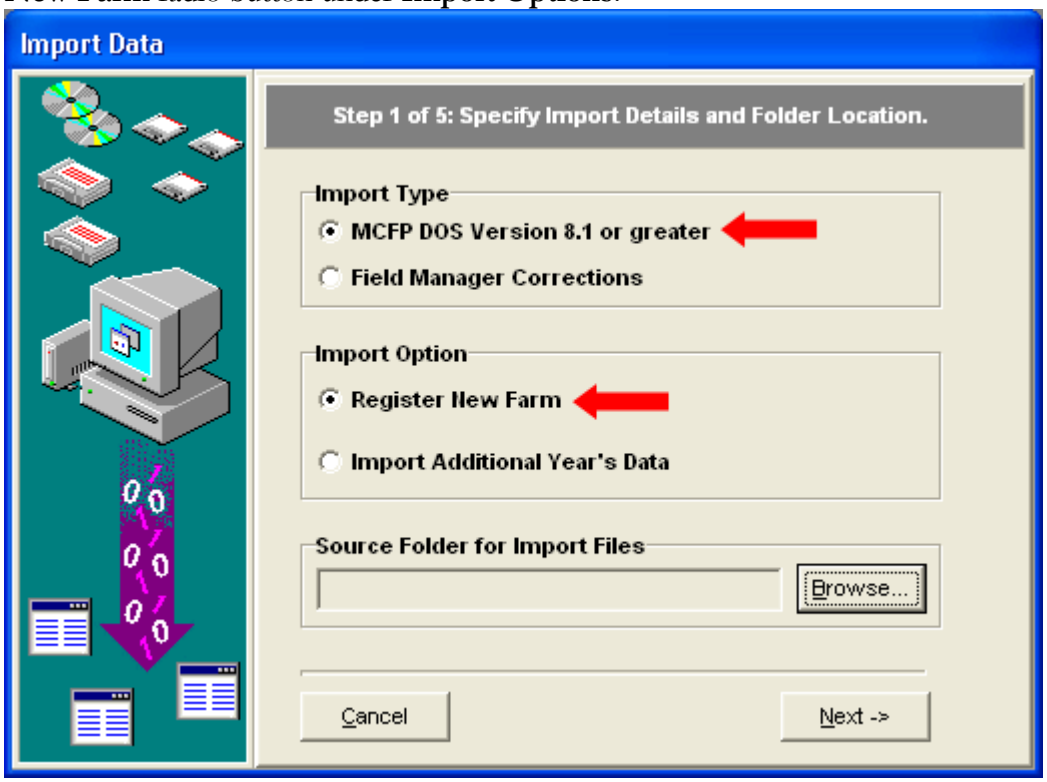
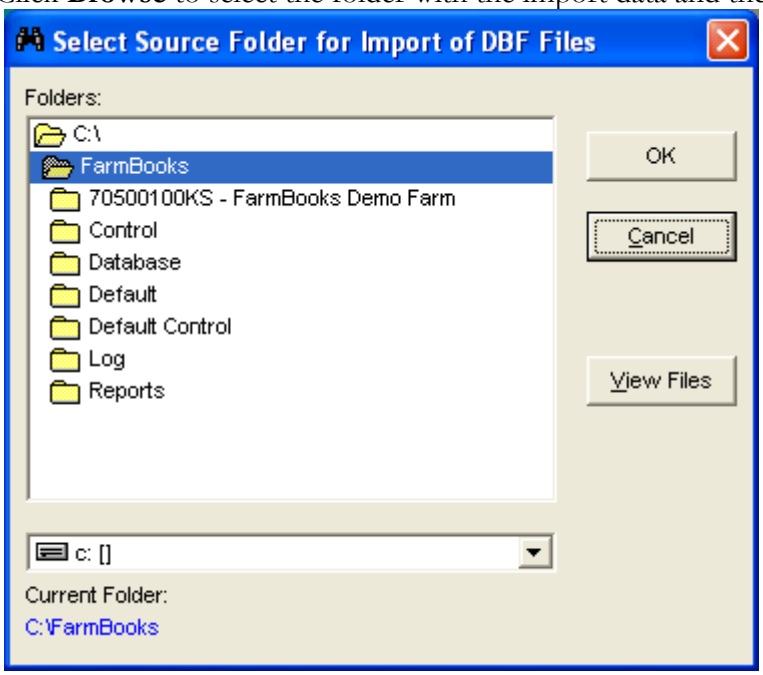
3) Select the **MCFP DOS Version 8.1 or greater** radio button under **Import Type** and select **Register New Farm** radio button under **Import Options**.



4) Click **Browse** to select the folder with the import data and then click **OK**.



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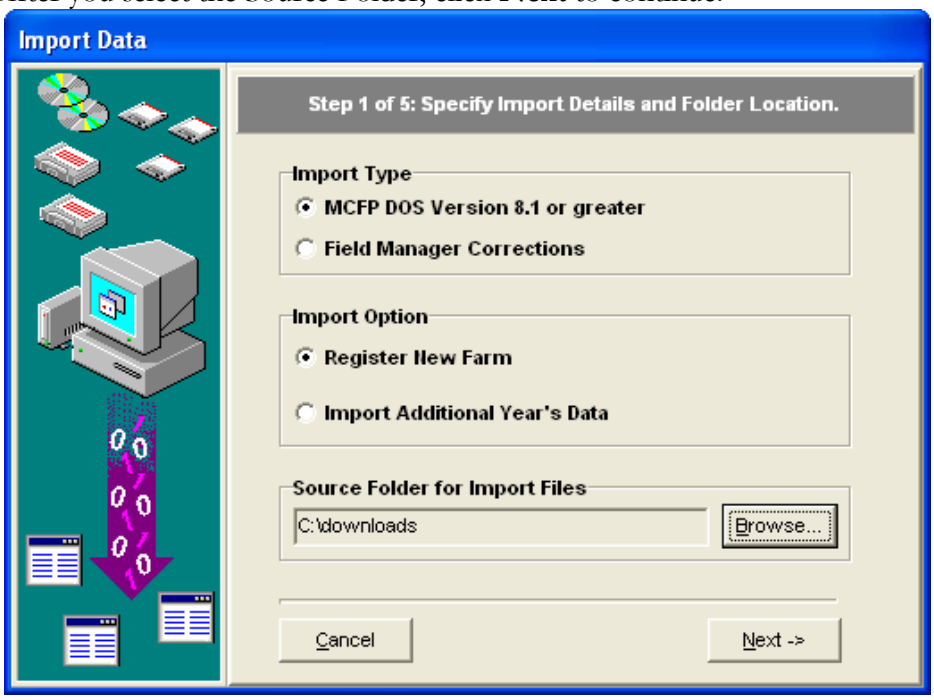
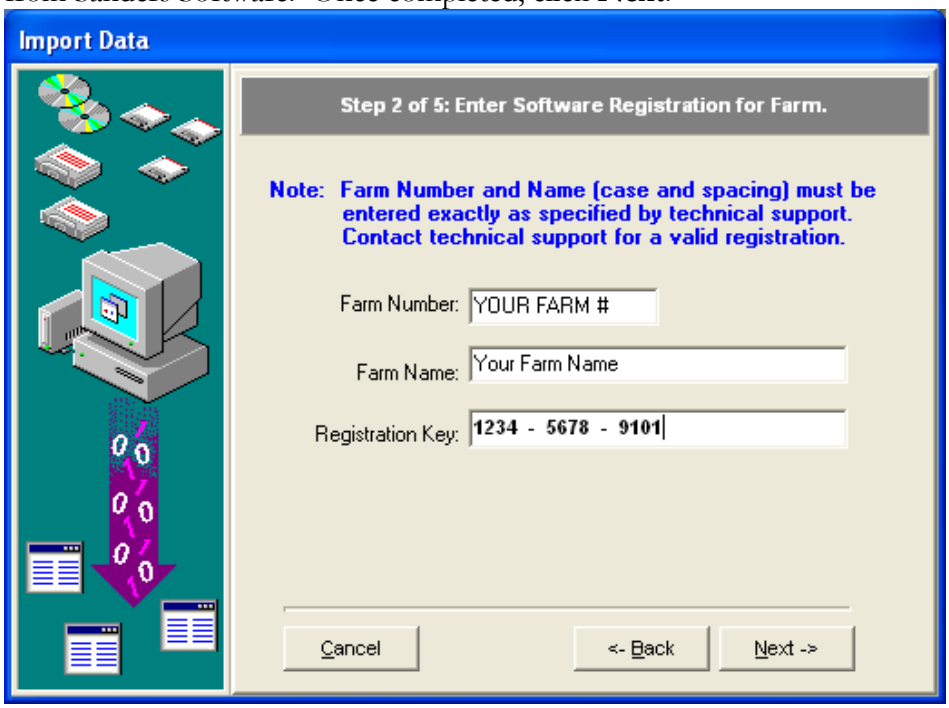
5) After you select the Source Folder, click **Next** to continue.



6) Enter **Software Registration for Farm** - the **Farm Number**, **Farm Name**, and **Registration Key** from Sanders Software. Once completed, click **Next**.


Import Data
Step 2 of 5: Enter Software Registration for Farm.
Note: Farm Number and Name (case and spacing) must be entered exactly as specified by technical support. Contact technical support for a valid registration.
Farm Number:
YOUR FARM #
Farm Name:
Your Farm Name
Registration Key:
1234 - 5678 - 9101
Cancel
<- Back
Next ->

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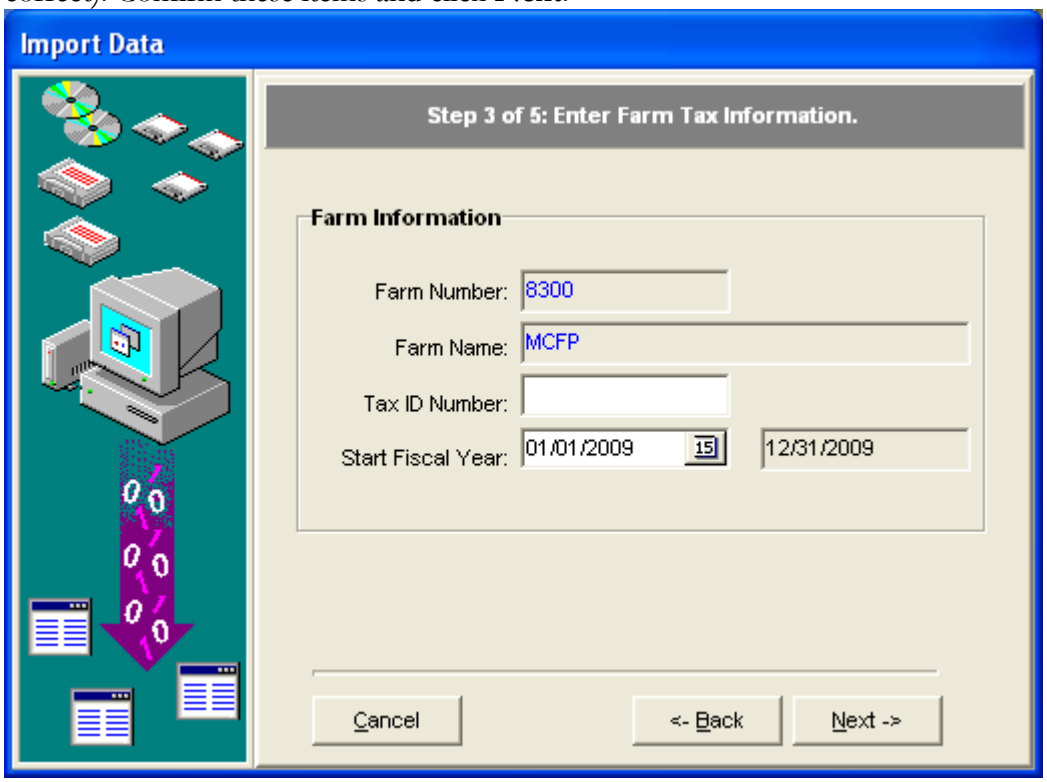
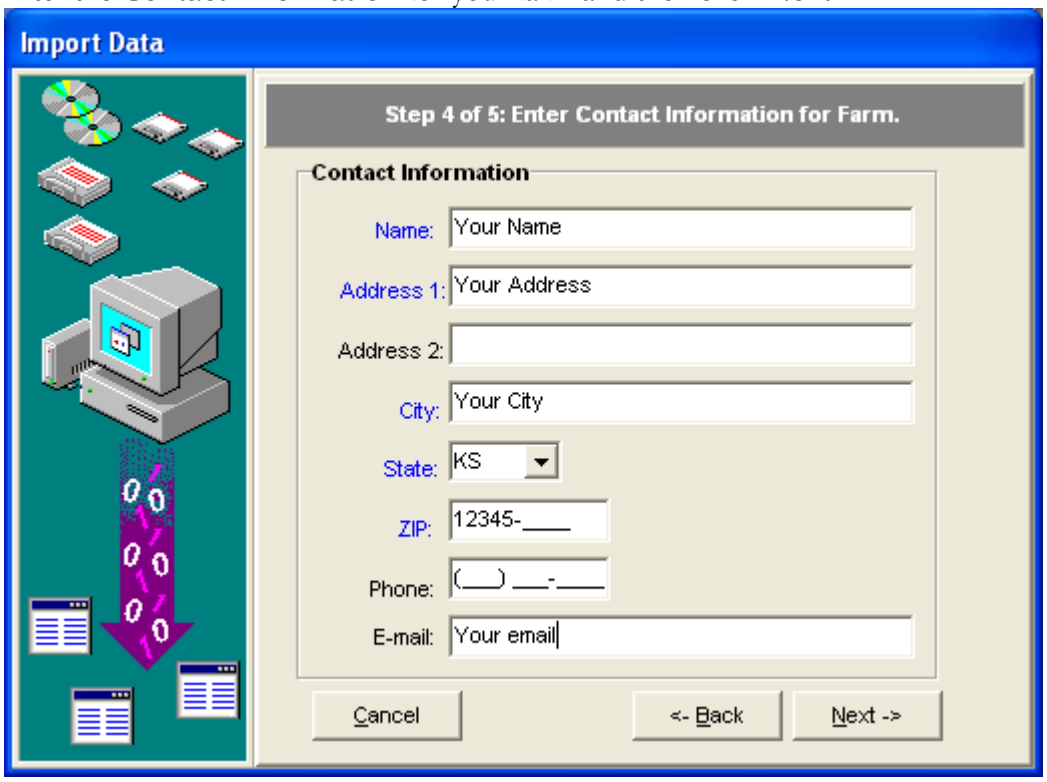
7) Enter **Farm Tax Information** (the Start Fiscal Year is imported from the existing farm and should be correct). Confirm these items and click **Next**.



8) Enter the **Contact Information** for your farm and then click **Next**.



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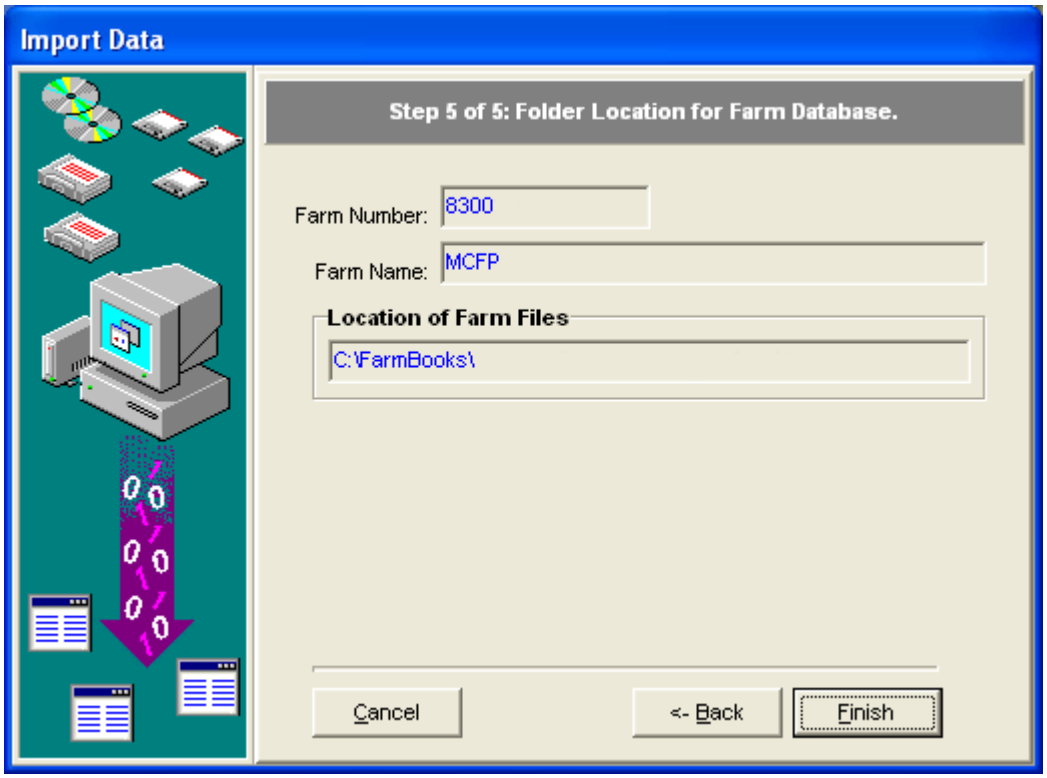
9) Confirm the location of the data files and click **Finish**.



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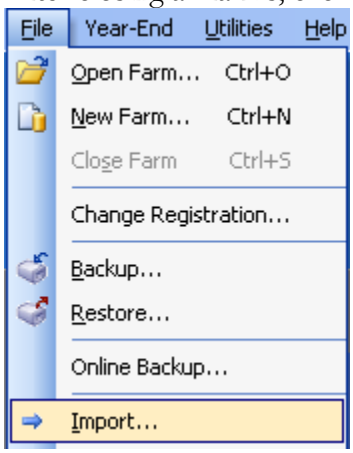
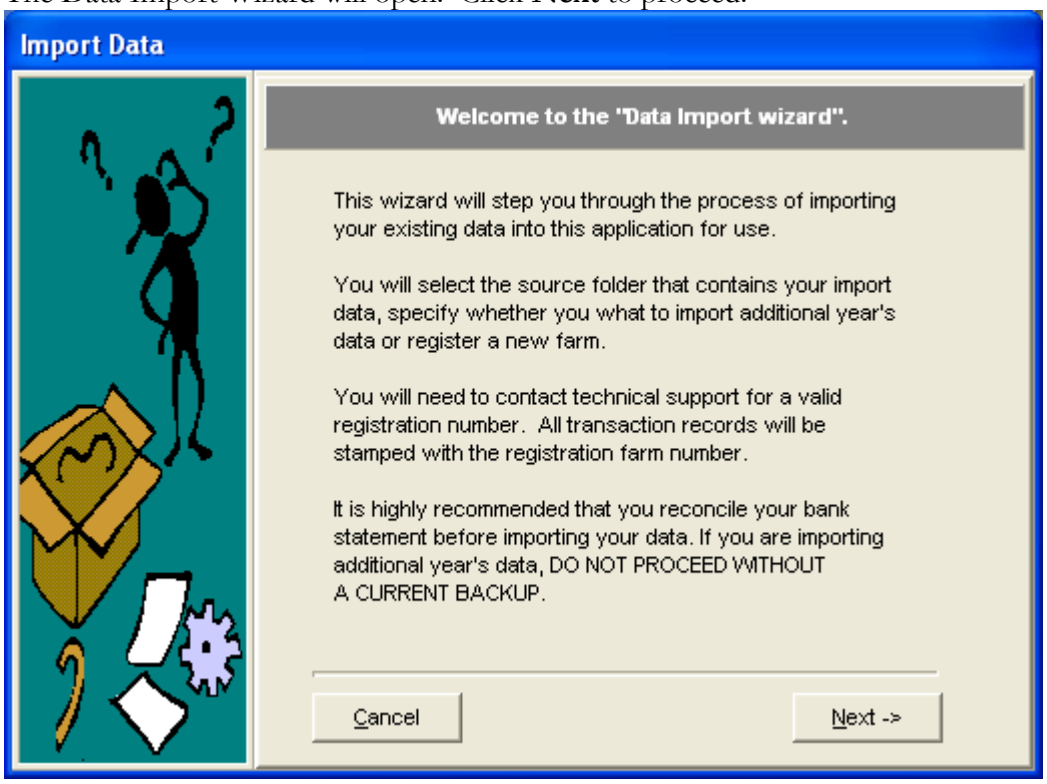
Import Additional Year's Data

1) After closing all farms, click **File:Import**.



2) The Data Import Wizard will open. Click **Next** to proceed.


Import Data
Welcome to the "Data Import wizard".
This wizard will step you through the process of importing your existing data into this application for use.
You will select the source folder that contains your import data, specify whether you what to import additional year's data or register a new farm.
You will need to contact technical support for a valid registration number. All transaction records will be stamped with the registration farm number.
It is highly recommended that you reconcile your bank statement before importing your data. If you are importing additional year's data, DO NOT PROCEED WITHOUT A CURRENT BACKUP.
Cancel
Next ->

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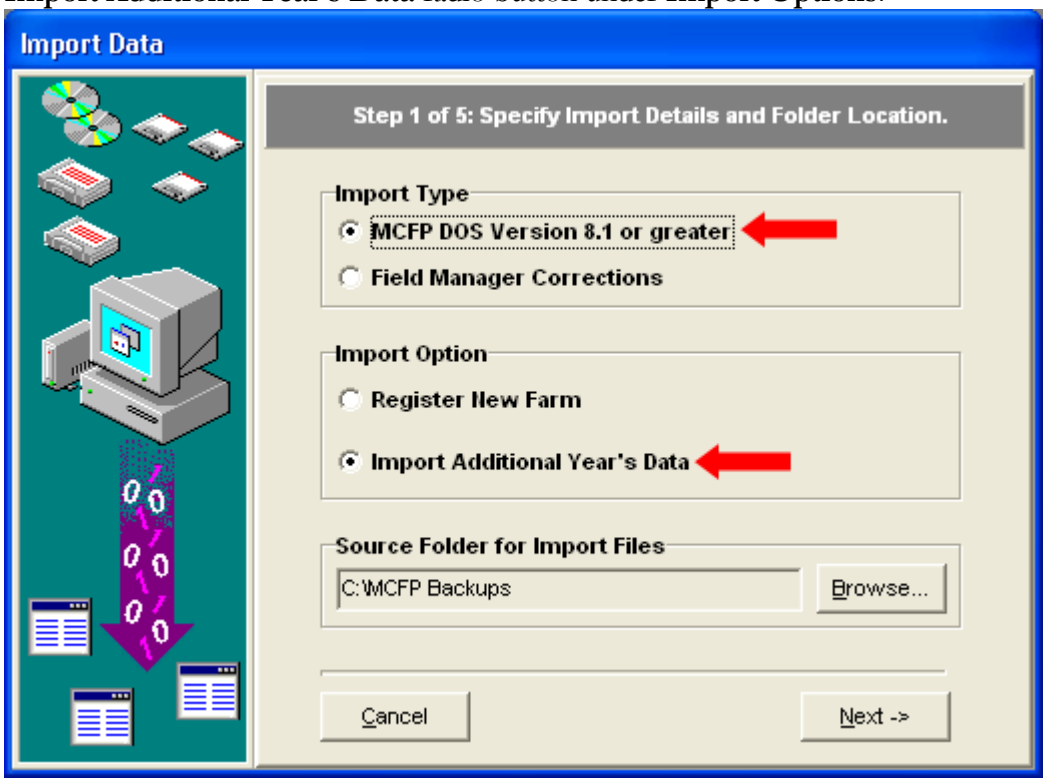
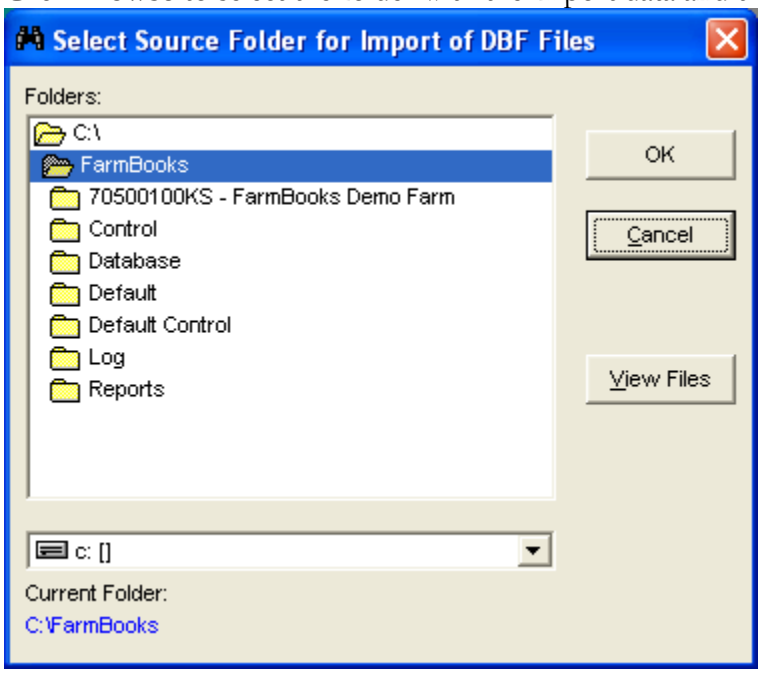
3) Select the **MCFP DOS Version 8.1 or greater** radio button under **Import Type** and select **Import Additional Year's Data** radio button under **Import Options**.



4) Click **Browse** to select the folder with the import data and then click **OK**.



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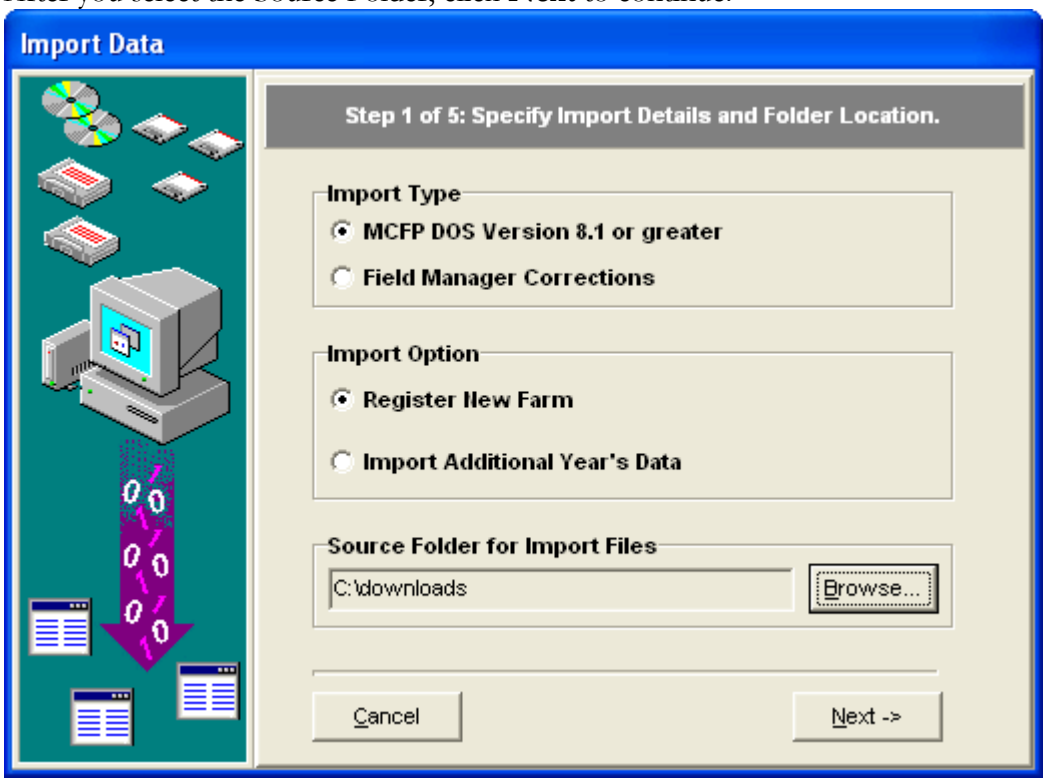
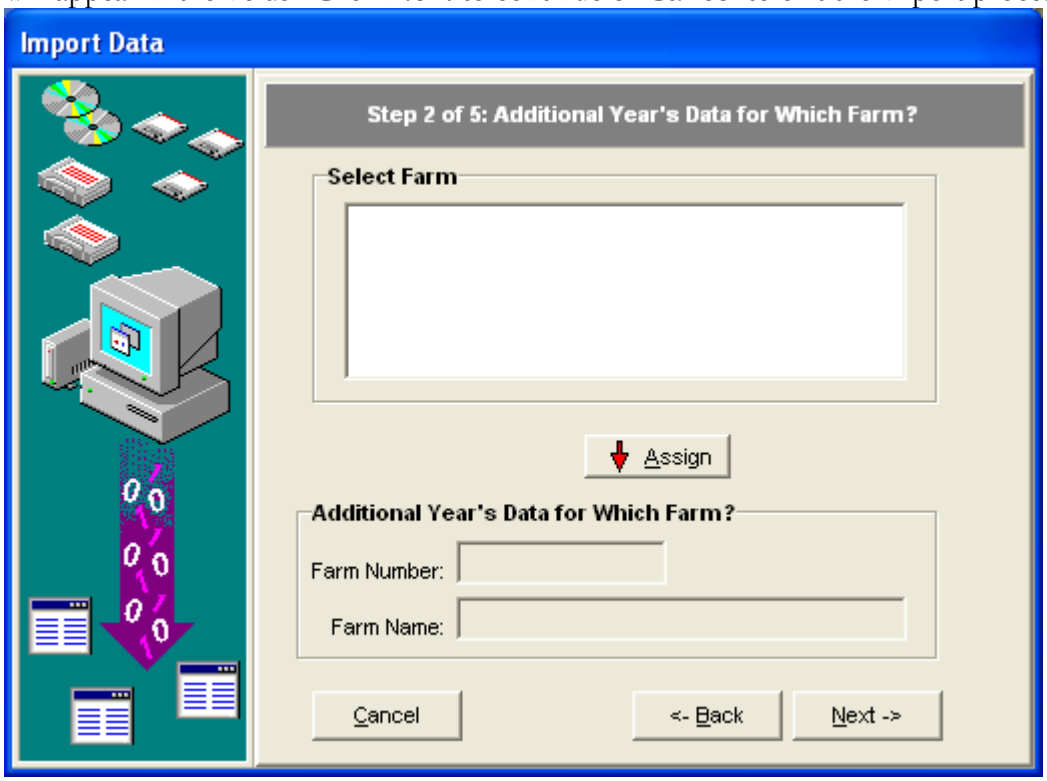
5) After you select the Source Folder, click **Next** to continue.



6) On the next screen, select a farm from the list, and click **Assign**. The farm number and farm name will appear in the fields. Click **Next** to continue or **Cancel** to exit the import process.



7) Click **Finish**

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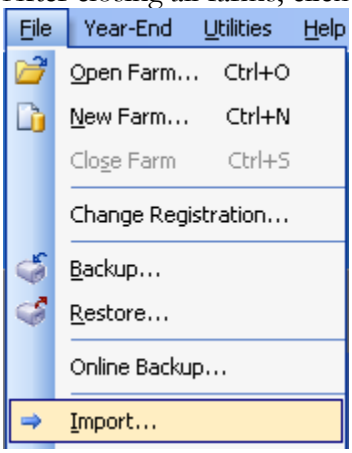
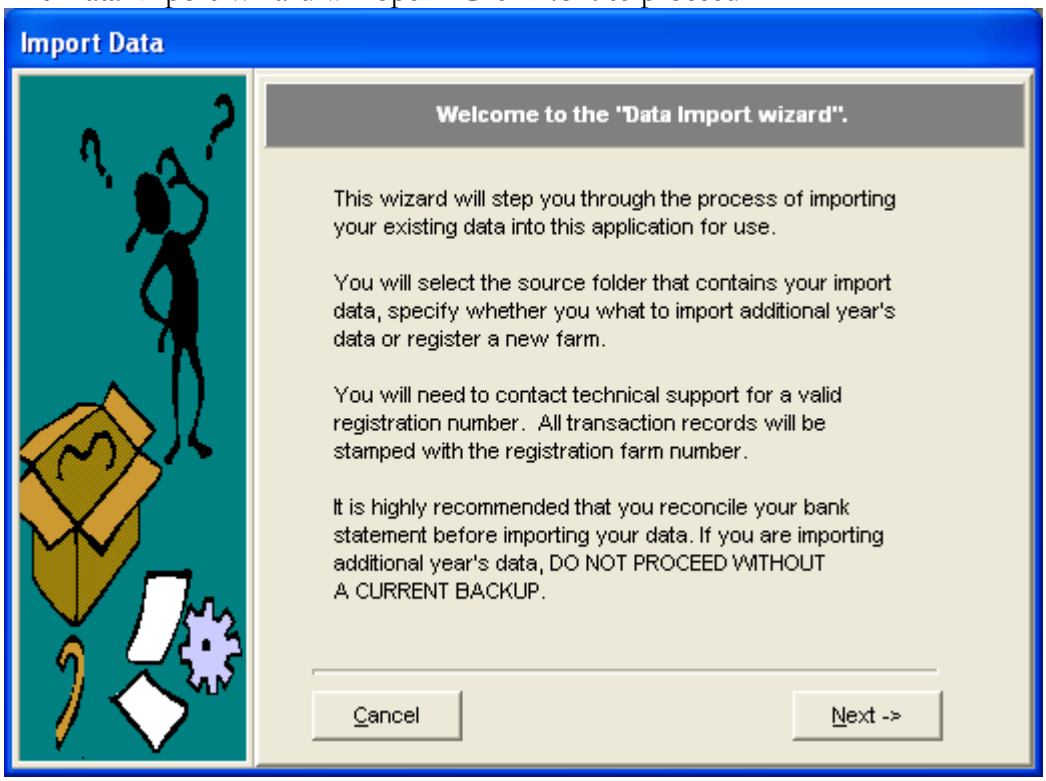
Import Field Manager Corrections

This feature may be used by your farm manager to make additions, changes, or deletions to your data on their computer while you continue to enter transactions on your system.

1) After closing all farms, click **File:Import**.



2) The Data Import Wizard will open. Click **Next** to proceed.


Import Data
Welcome to the "Data Import wizard".
This wizard will step you through the process of importing your existing data into this application for use.
You will select the source folder that contains your import data, specify whether you what to import additional year's data or register a new farm.
You will need to contact technical support for a valid registration number. All transaction records will be stamped with the registration farm number.
It is highly recommended that you reconcile your bank statement before importing your data. If you are importing additional year's data, DO NOT PROCEED WITHOUT A CURRENT BACKUP.
Cancel
Next ->

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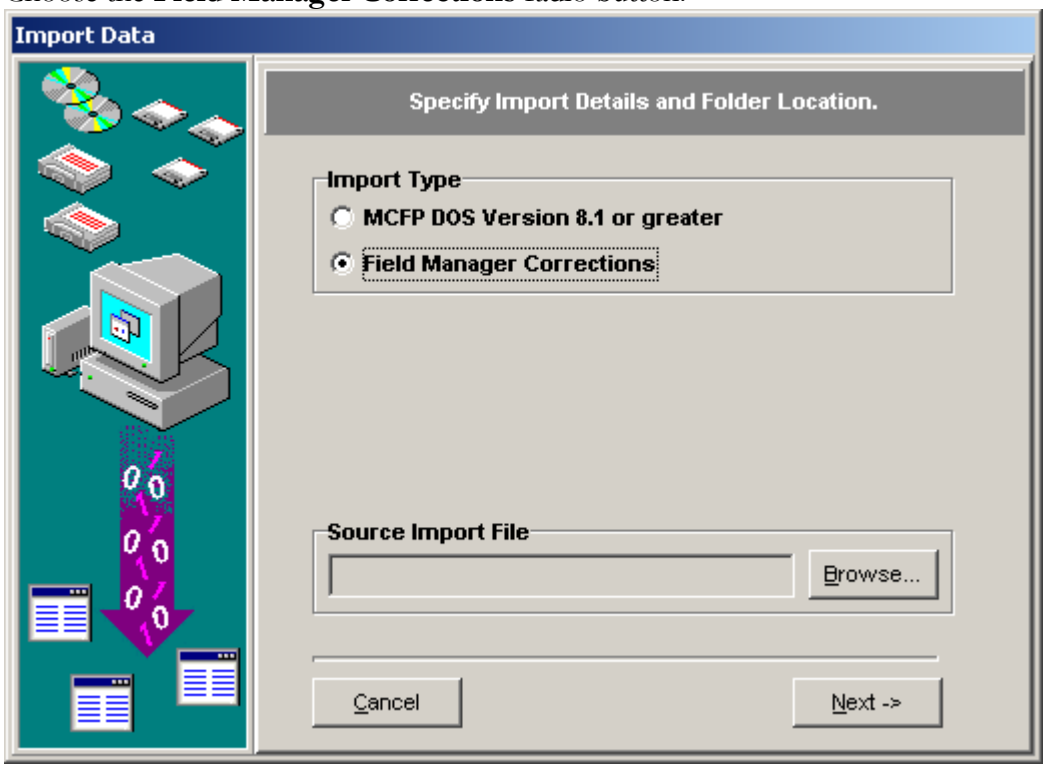
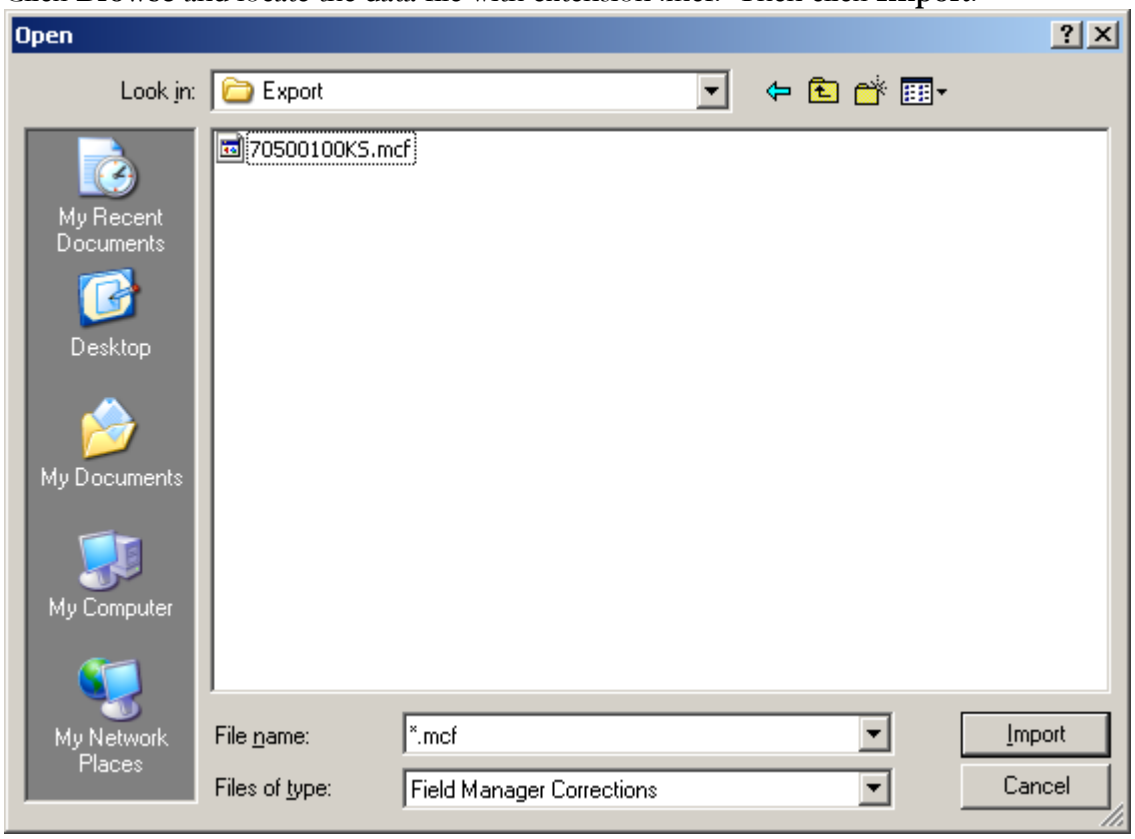
3) Choose the **Field Manager Corrections** radio button.



4) Click **Browse** and locate the data file with extension .mcf. Then click **Import**.



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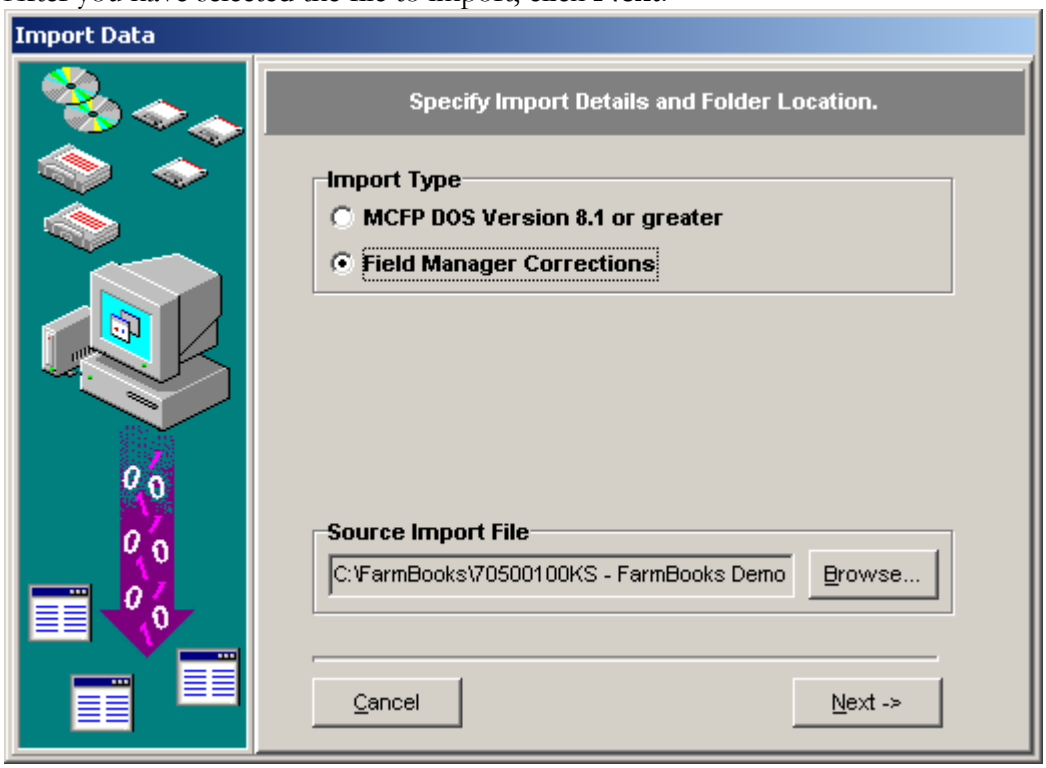
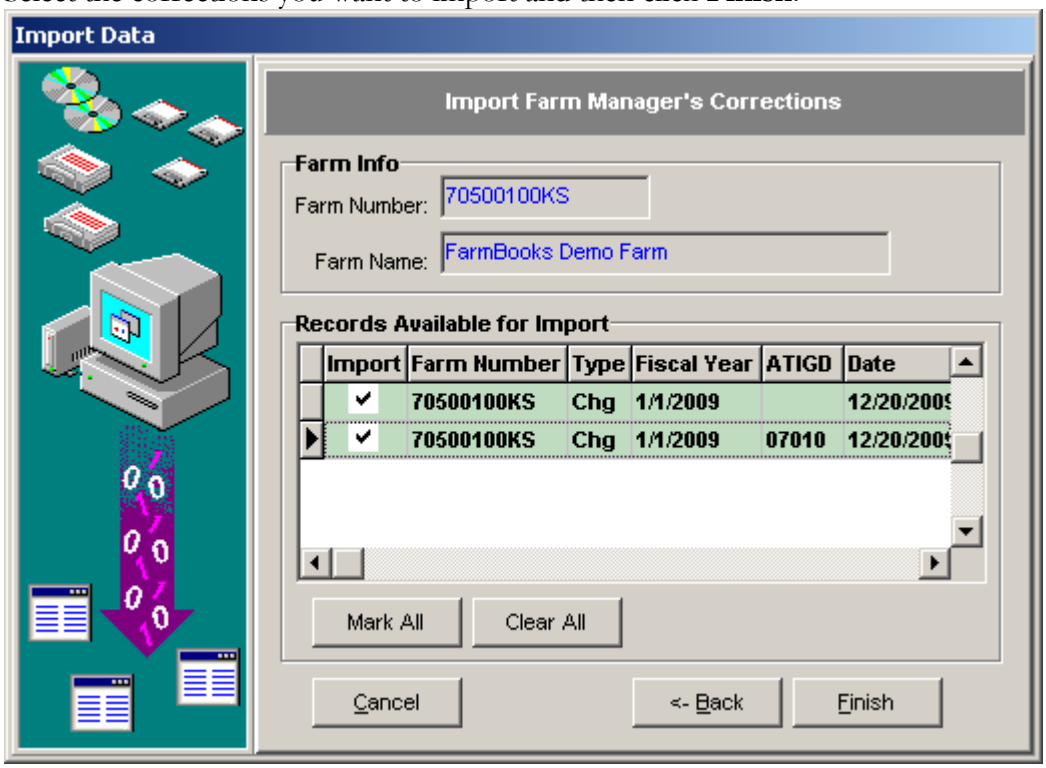
5) After you have selected the file to import, click **Next**.



6) Select the corrections you want to import and then click **Finish**.



7)

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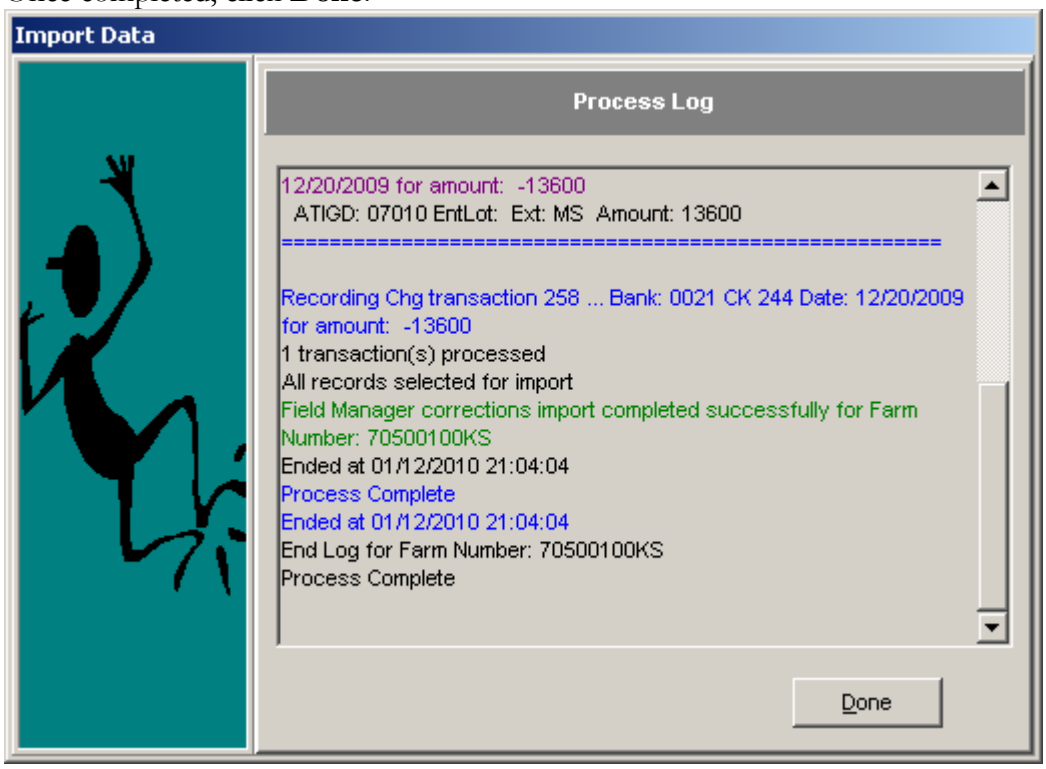
8) Once completed, click **Done**.


Import Data
Process Log
12/20/2009 for amount: -13600
ATIGD: 07010 EntLot: Ext: MS Amount: 13600
==========
Recording Chg transaction 258 ... Bank: 0021 CK 244 Date: 12/20/2009 for amount: -13600
1 transaction(s) processed
All records selected for import
Field Manager corrections import completed successfully for Farm Number: 70500100KS
Ended at 01/12/2010 21:04:04
Process Complete
Ended at 01/12/2010 21:04:04
End Log for Farm Number: 70500100KS
Process Complete
Done

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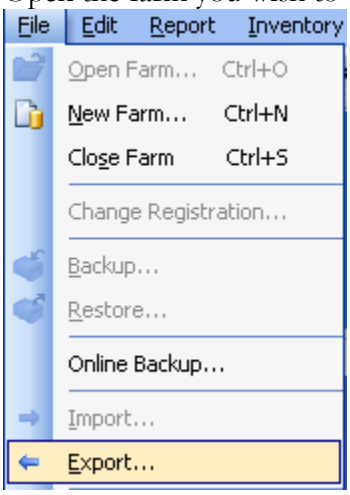
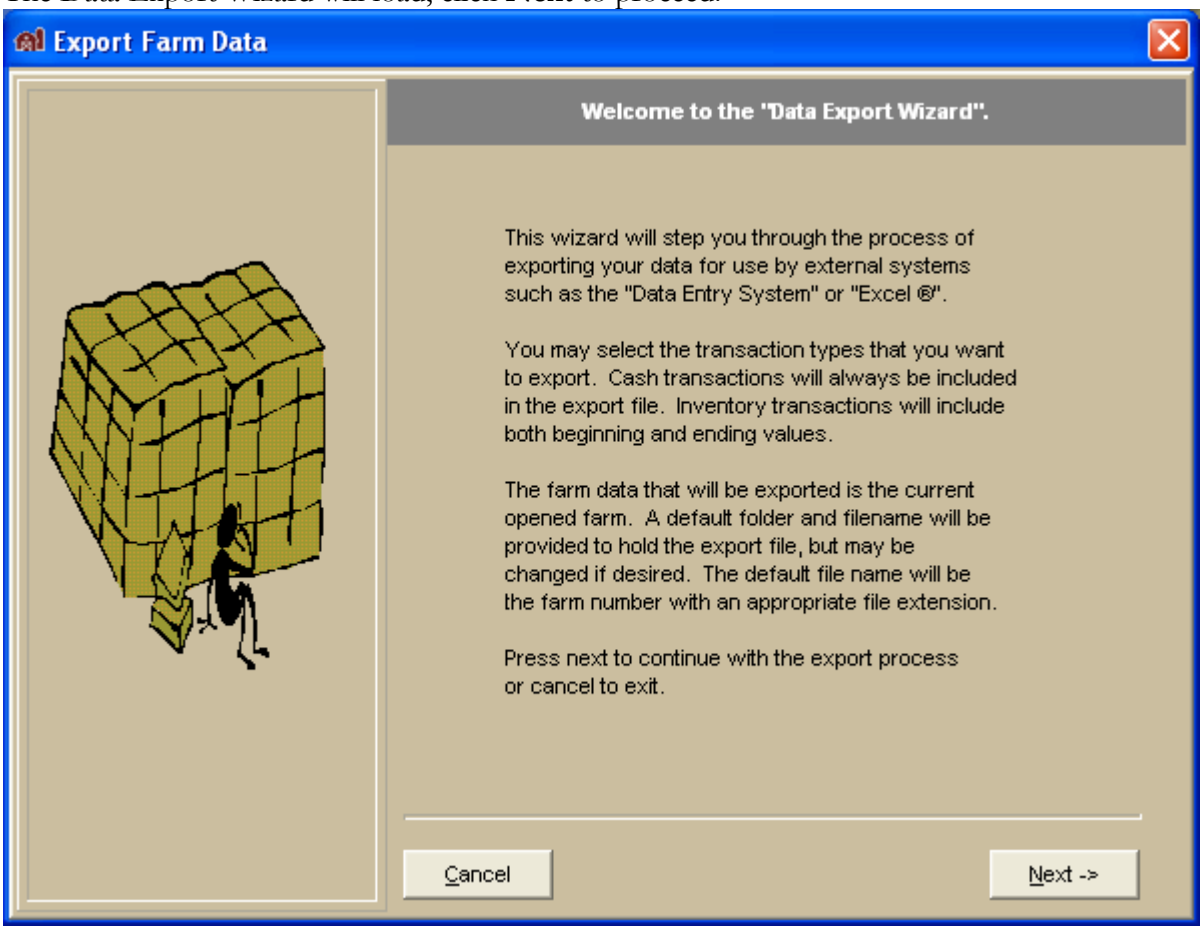
Export Data

Use the export data function to prepare farm data for use by the other programs.

1) Open the farm you wish to export data from and click **File:Export**



2) The Data Export Wizard will load, click **Next** to proceed.


Export Farm Data
Welcome to the "Data Export Wizard".
This wizard will step you through the process of exporting your data for use by external systems such as the "Data Entry System" or "Excel ®".
You may select the transaction types that you want to export. Cash transactions will always be included in the export file. Inventory transactions will include both beginning and ending values.
The farm data that will be exported is the current opened farm. A default folder and filename will be provided to hold the export file, but may be changed if desired. The default file name will be the farm number with an appropriate file extension.
Press next to continue with the export process or cancel to exit.
Cancel
Next ->

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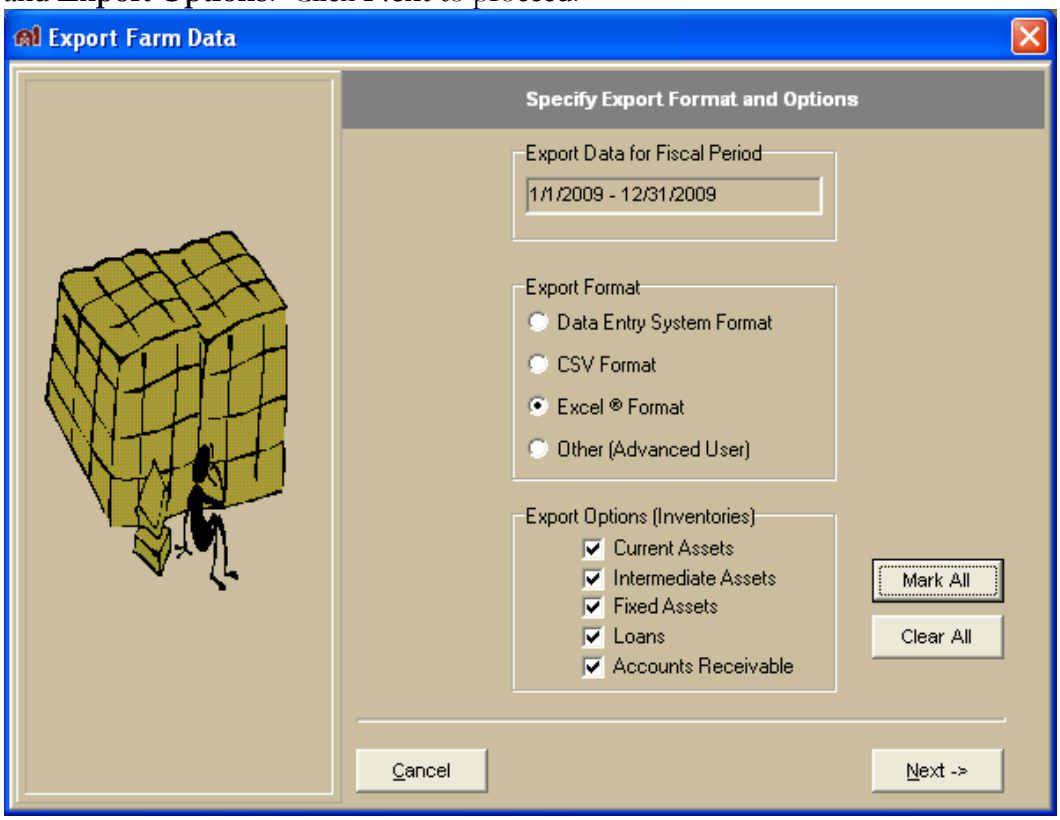
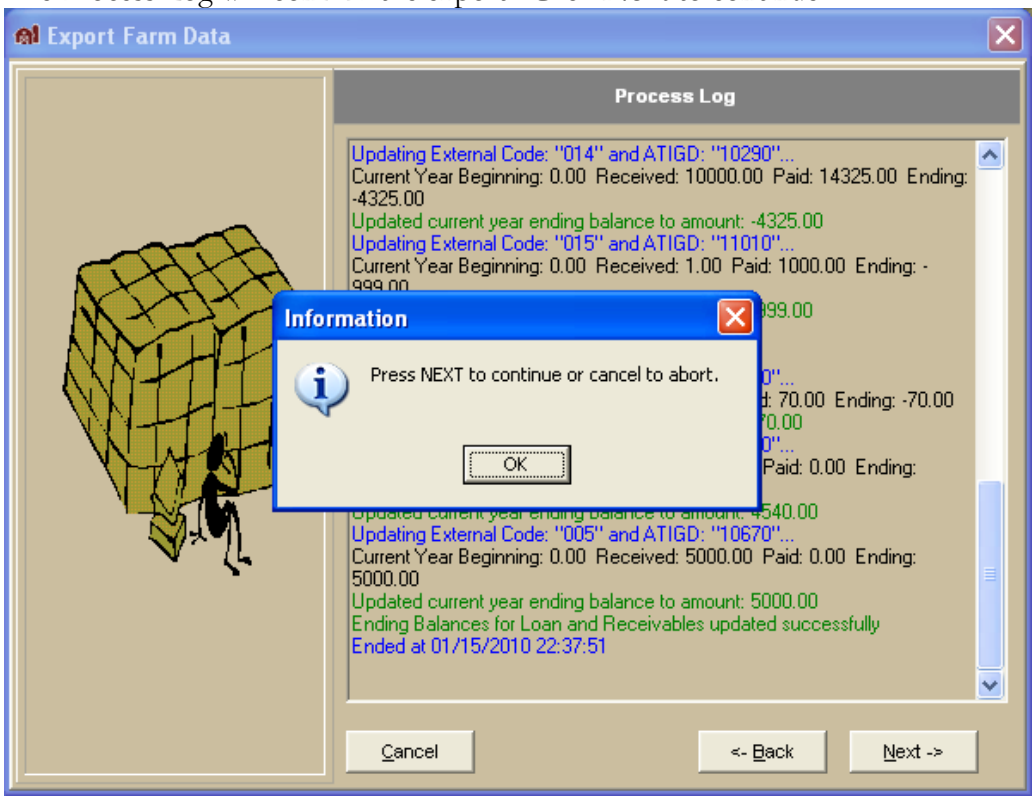
3) The **Specify Export Format and Options** window will open where you can select the **Export Format** and **Export Options**. Click **Next** to proceed.



4) The Process Log will confirm the export. Click **Next** to continue.



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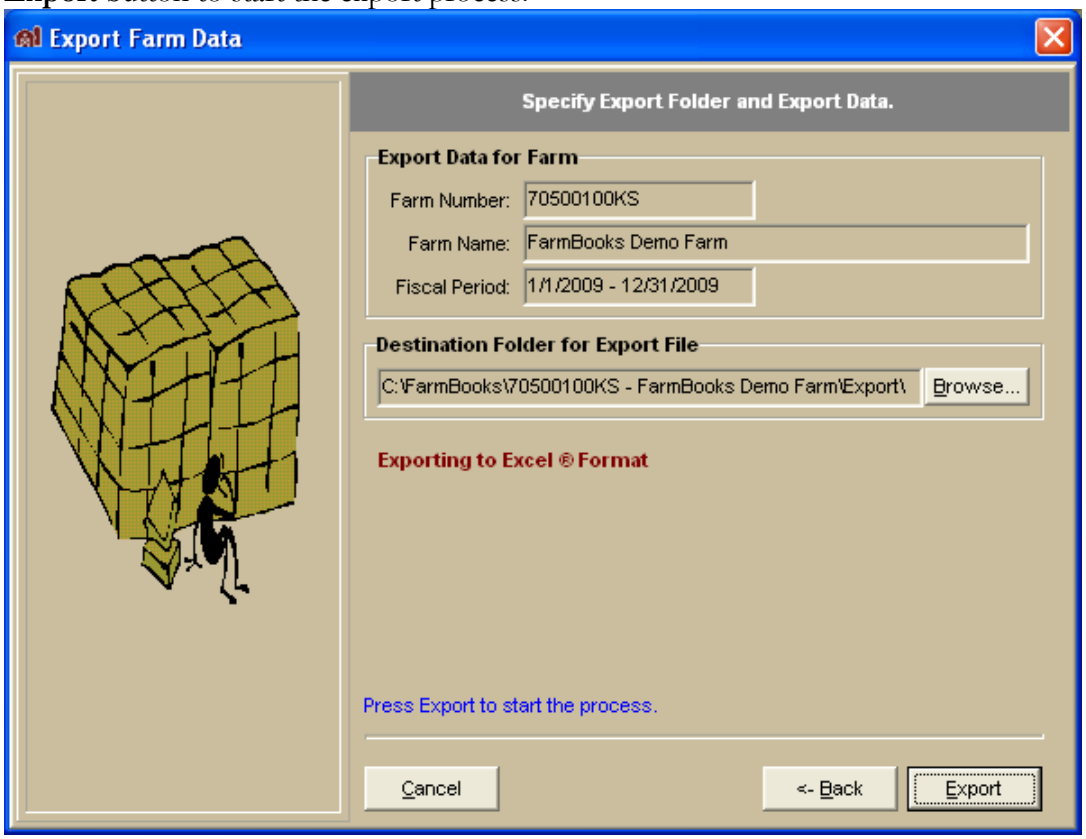
5) The **Specify Export Folder and Export Data** window will open. Click **Browse** to choose a different folder for the file if desired. The default file name will be the farm number with a .dat extension. Click the **Export** button to start the export process.



6) Click **Done** when completed.

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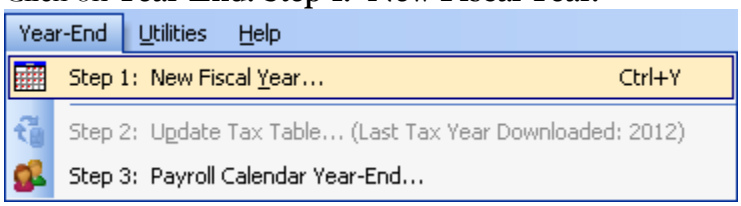
Section 2: Farm Year-End Operations

New Fiscal Year

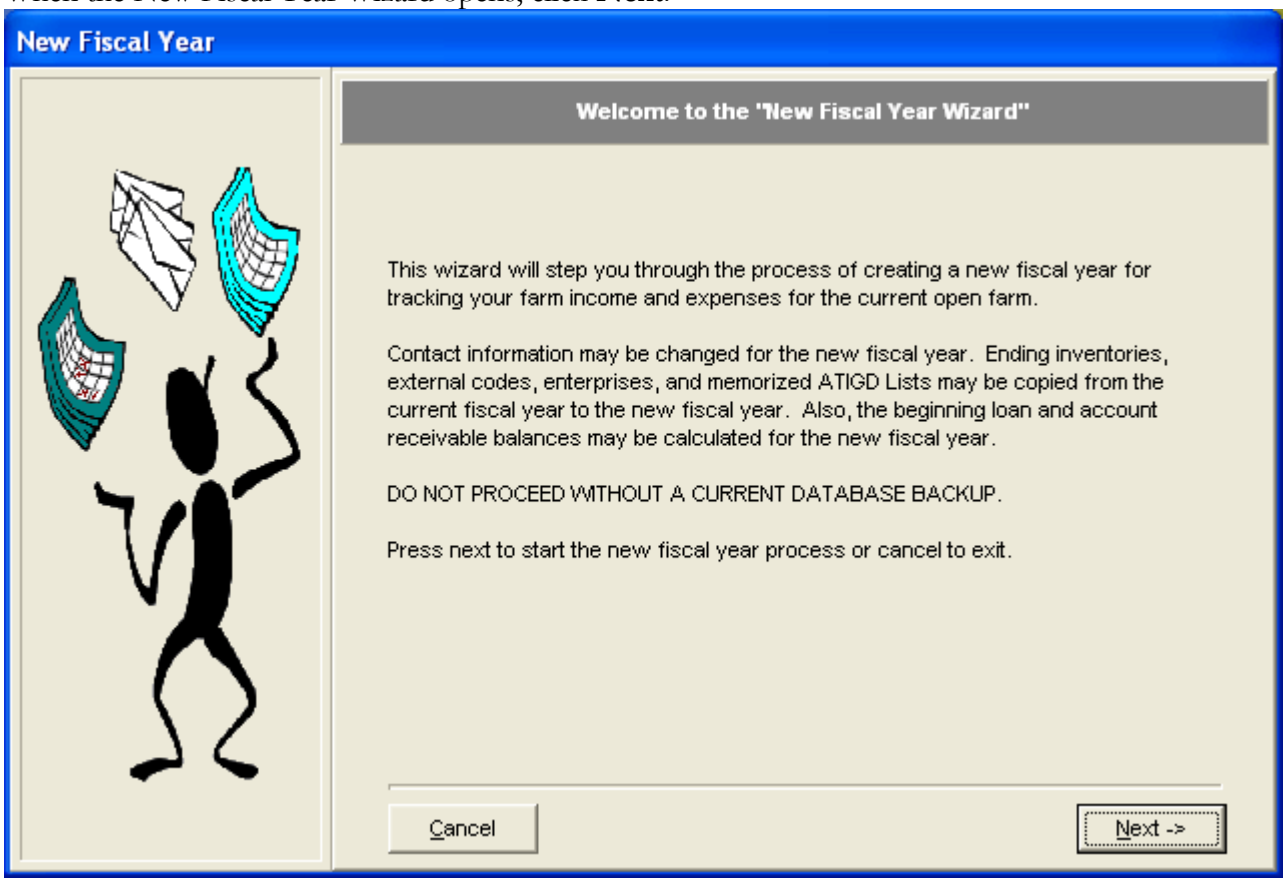
When you are ready to start a new fiscal year for your farm, choose this option and the wizard will step you through the process of creating a new year.

It is highly recommend that you create a database backup before you create the new fiscal year. This will allow you to do a restore and delete the new fiscal year from the utilities menu maintain registrations so that you may rerun the new fiscal year process.

1) Click on **Year-End: Step 1: New Fiscal Year.**


Year-End
Utilities
Help
Step 1: New Fiscal Year... Ctrl+Y
Step 2: Update Tax Table... (Last Tax Year Downloaded: 2012)
Step 3: Payroll Calendar Year-End...

2) When the New Fiscal Year Wizard opens, click **Next**.


New Fiscal Year
Welcome to the "New Fiscal Year Wizard"
This wizard will step you through the process of creating a new fiscal year for tracking your farm income and expenses for the current open farm.
Contact information may be changed for the new fiscal year. Ending inventories, external codes, enterprises, and memorized ATIGD Lists may be copied from the current fiscal year to the new fiscal year. Also, the beginning loan and account receivable balances may be calculated for the new fiscal year.
DO NOT PROCEED WITHOUT A CURRENT DATABASE BACKUP.
Press next to start the new fiscal year process or cancel to exit.
Cancel
Next ->

3) **Enter Fiscal Year and Farm Tax Information** - Set the starting date for the new fiscal year. You can also revise the Tax ID number. When completed, click **Next**.

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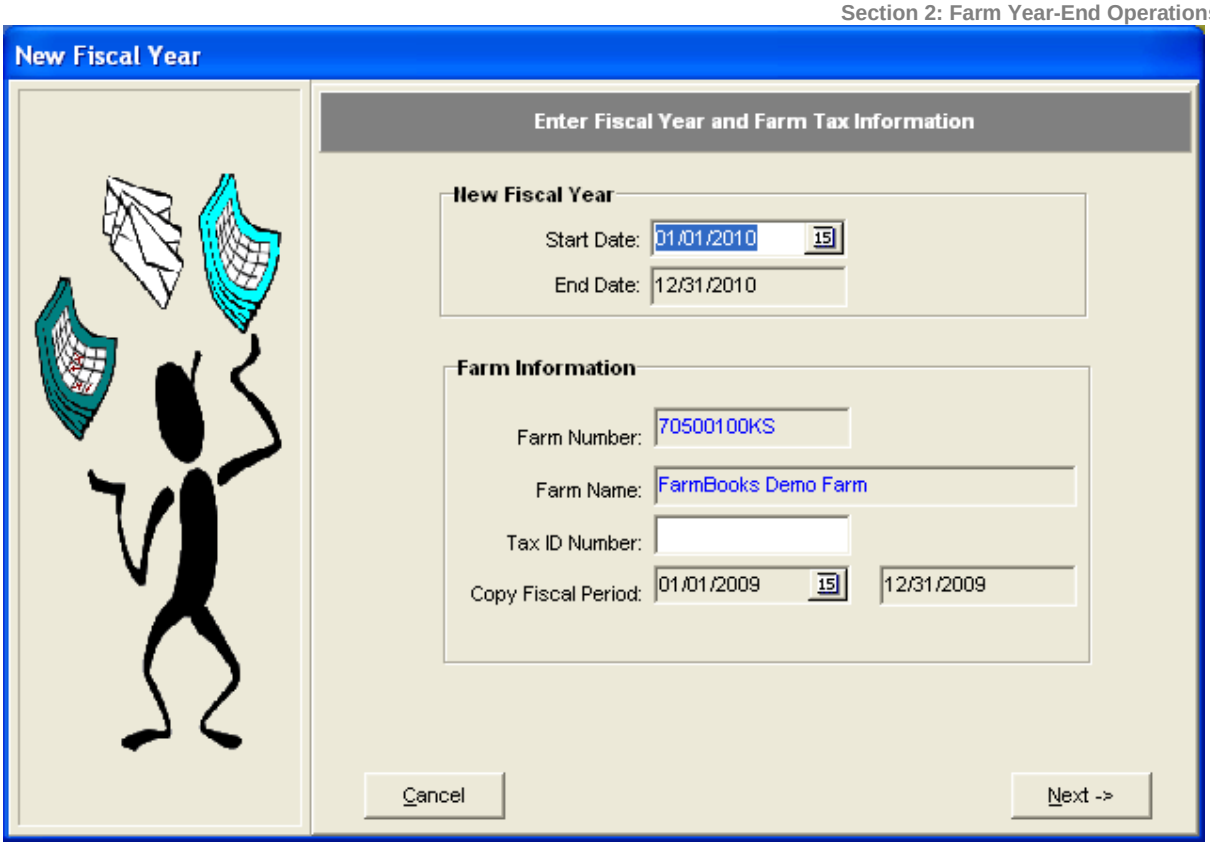
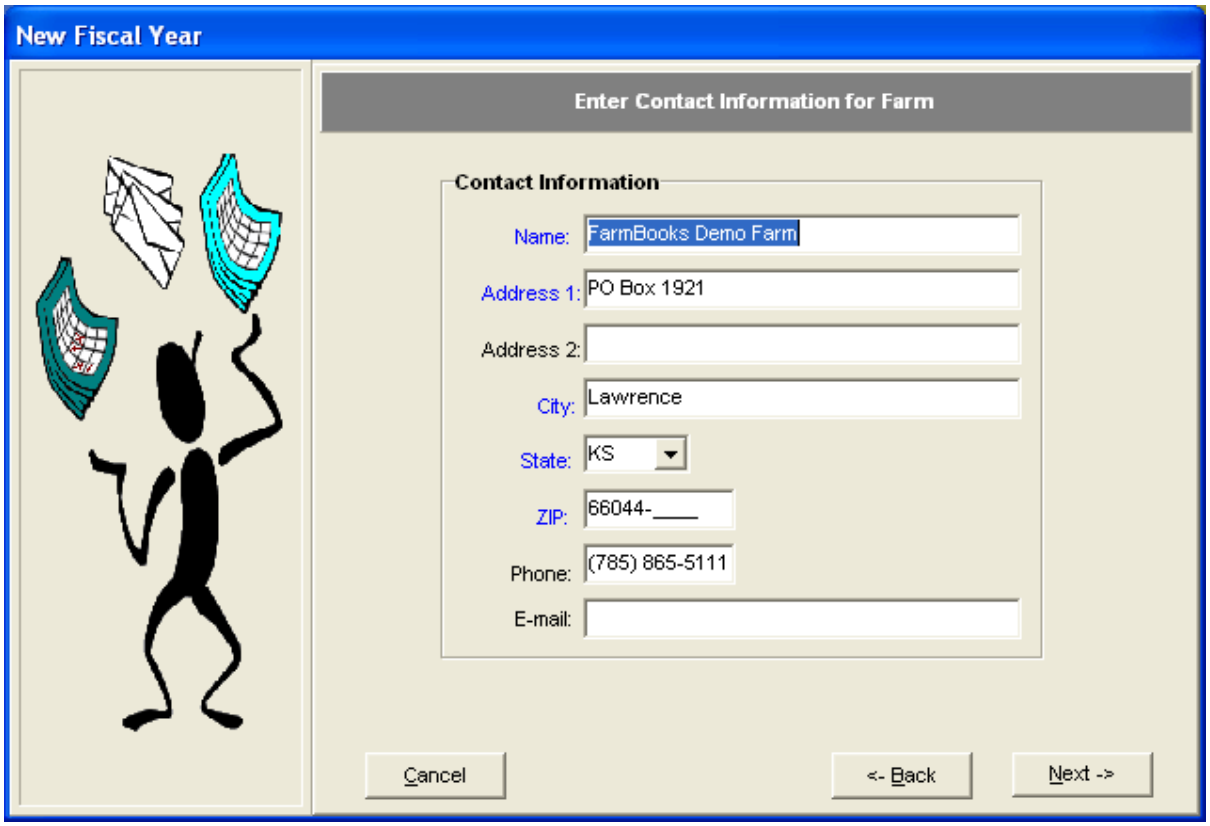


4) **Enter Contact Information for Farm -** revise the contact info if needed and click **Next**.



5) If you wish to use the same external codes, enterprise codes and vendor memorized ATIGD list during the new fiscal year, select current farm, otherwise choose **None**. You may choose to copy ALL codes or ACTIVE only codes to the new fiscal year. When completed, click **Next**.

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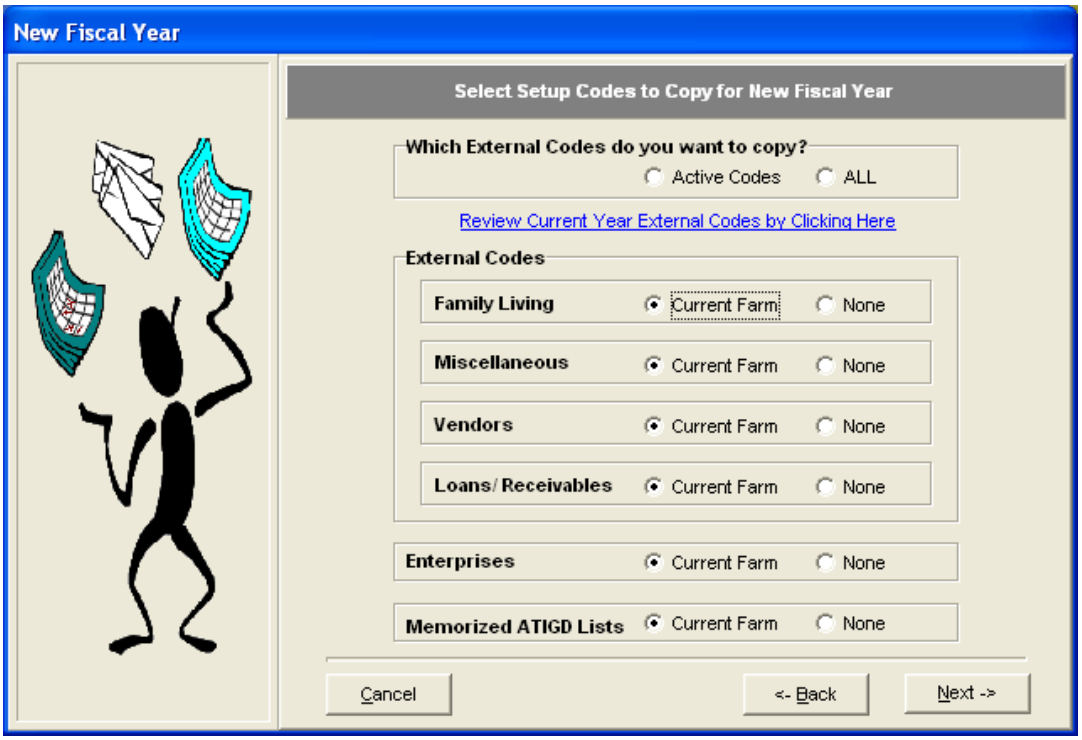
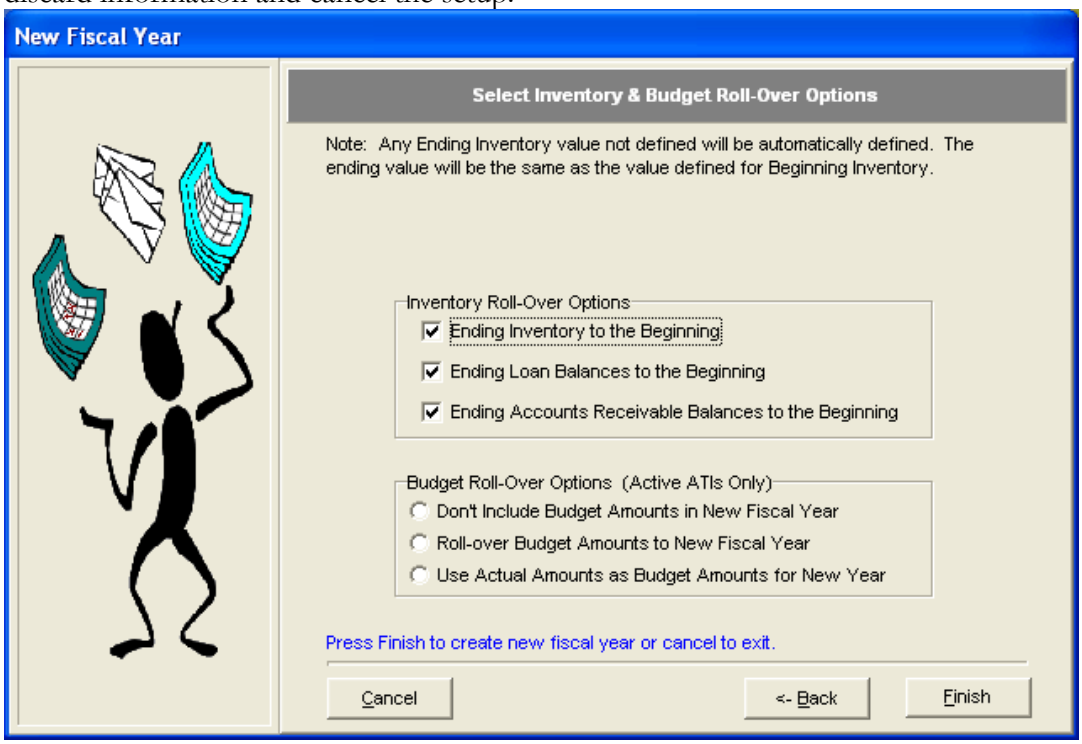


6) Choose to roll ending inventory entries from the current to the new year you are starting. If you choose not to roll over the ending inventory then you must set up beginning inventory for the new fiscal year. For budgets, you may choose to roll-over current budgets to the new fiscal year, use actual values as budget values, or not include any budgets in the new fiscal year. Click **Finish** to complete the setup or **Cancel** to discard information and cancel the setup.


New Fiscal Year
Select Inventory & Budget Roll-Over Options
Note: Any Ending Inventory value not defined will be automatically defined. The ending value will be the same as the value defined for Beginning Inventory.
Inventory Roll-Over Options
Ending Inventory to the Beginning
Ending Loan Balances to the Beginning
Ending Accounts Receivable Balances to the Beginning
Budget Roll-Over Options (Active ATIs Only)
Don't Include Budget Amounts in New Fiscal Year
Roll-over Budget Amounts to New Fiscal Year
Use Actual Amounts as Budget Amounts for New Year
Press Finish to create new fiscal year or cancel to exit.
Cancel
<- Back
Finish

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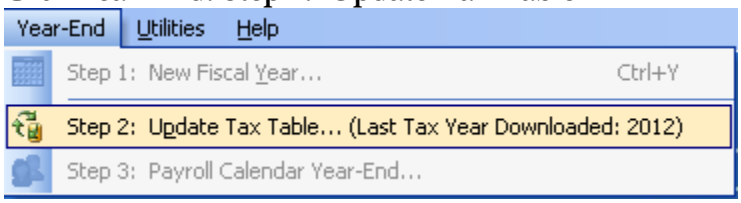
Update Tax Table

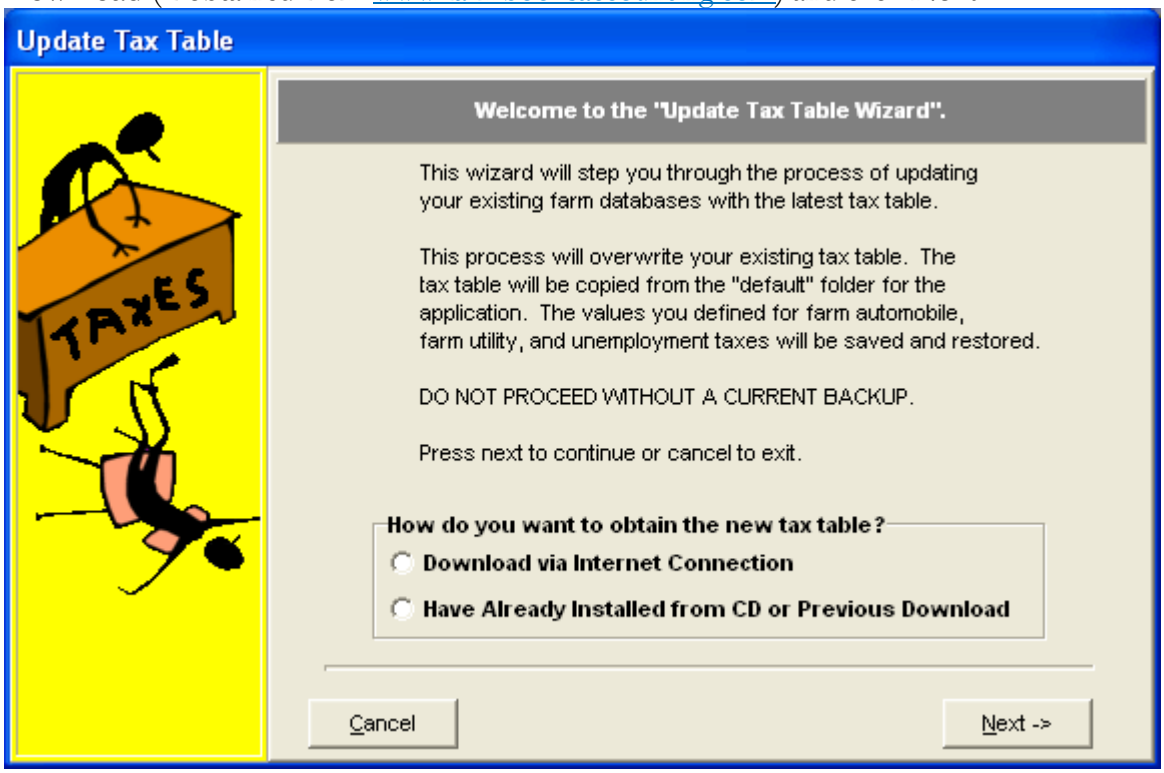
Each year the tax rates change based on federal and state legislation and it is necessary to update the tax table in order to calculate the correct payroll withholdings for the new calendar year. The tax table update is a two step process. The new tax table must be obtained and then applied to your farm database. The process will preserve any percentages that you entered for farm utility or farm automobile percentages. If your farm number is for a non-Kansas state, then your state rates for the current year will be saved and restored for the new tax year. Should your state rates have changed for the new tax year, then you will need to edit the state rates (married and single) manually by clicking on **Setup: Tax Table** after the Update Tax Table is applied to your farm database.

1) Backup your database by clicking **File: Backup** and completing the steps of the backup.

2) Click **Year-End: Step 2: Update Tax Table**.



3) The **Update Tax Table Wizard** will open. Select **Download via Internet Connection** or Previous **Download** (if obtained from www.farmbooksaccounting.com) and click **Next**.


Update Tax Table
TAXES
Welcome to the "Update Tax Table Wizard".
This wizard will step you through the process of updating your existing farm databases with the latest tax table.
This process will overwrite your existing tax table. The tax table will be copied from the "default" folder for the application. The values you defined for farm automobile, farm utility, and unemployment taxes will be saved and restored.
DO NOT PROCEED WITHOUT A CURRENT BACKUP.
Press next to continue or cancel to exit.
How do you want to obtain the new tax table?
Download via Internet Connection
Have Already Installed from CD or Previous Download
Cancel
Next ->

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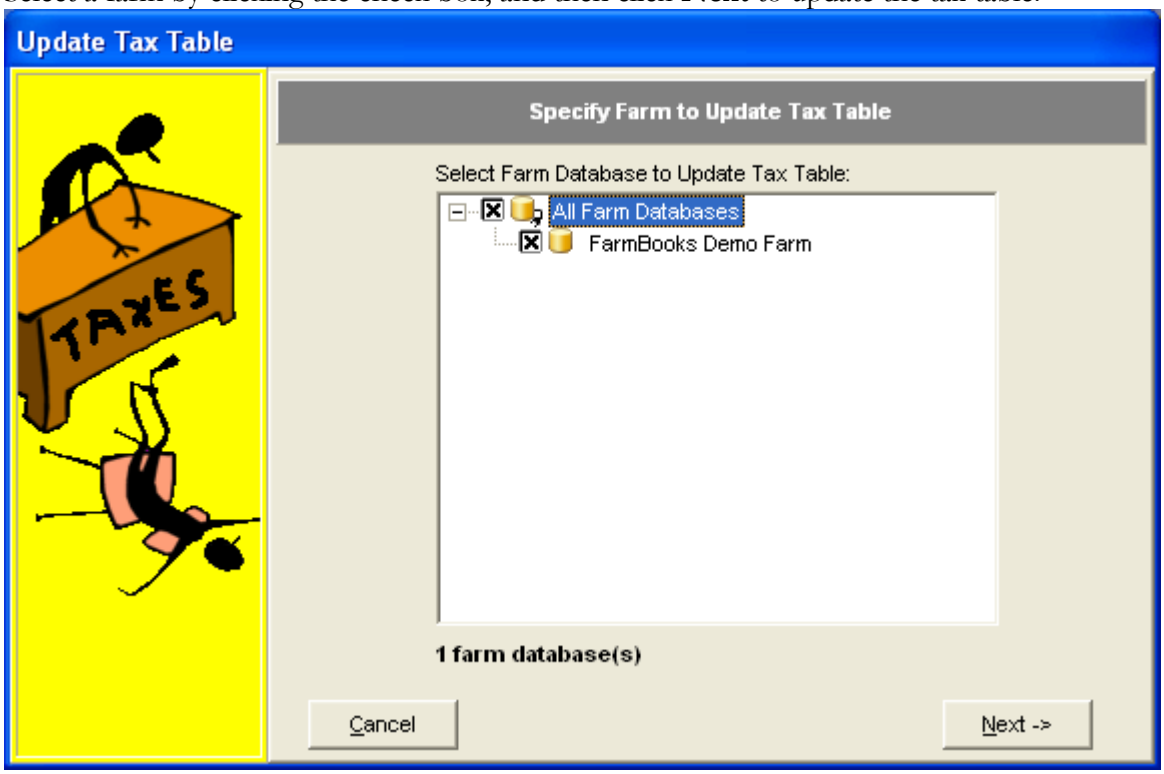
4) Select a farm by clicking the check box, and then click **Next** to update the tax table.



5) Click **OK** to close the information box, then click **Done** to complete the update.

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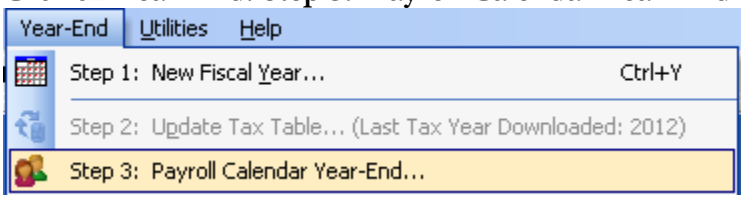
Payroll Calendar Year-End

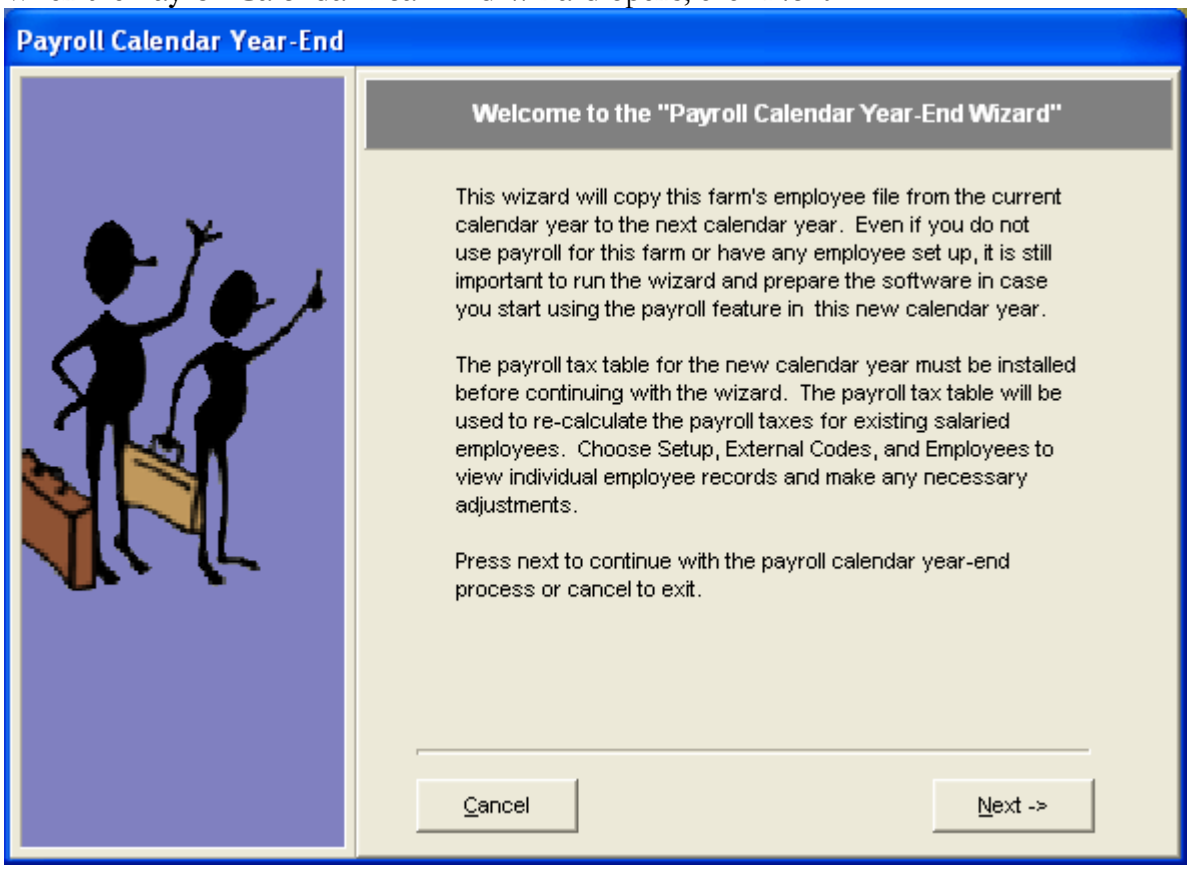
This process sets up the calendar year so that employees may be created or maintained. You may copy employees from the current calendar year to the new calendar year if desired.

NOTE: There are two prerequisites that must be completed before the new payroll calendar year may be created. You must have installed the upcoming new calendar year tax table update and have created the new fiscal year. See list of steps listed below for Year-End processing.

1) Click on **Year-End: Step 3: Payroll Calendar Year-End**.


Year-End
Utilities
Help
Step 1: New Fiscal Year... Ctrl+Y
Step 2: Update Tax Table... (Last Tax Year Downloaded: 2012)
Step 3: Payroll Calendar Year-End...

2) When the **Payroll Calendar Year-End Wizard** opens, click **Next**.


Payroll Calendar Year-End
Welcome to the "Payroll Calendar Year-End Wizard"
This wizard will copy this farm's employee file from the current calendar year to the next calendar year. Even if you do not use payroll for this farm or have any employee set up, it is still important to run the wizard and prepare the software in case you start using the payroll feature in this new calendar year.
The payroll tax table for the new calendar year must be installed before continuing with the wizard. The payroll tax table will be used to re-calculate the payroll taxes for existing salaried employees. Choose Setup, External Codes, and Employees to view individual employee records and make any necessary adjustments.
Press next to continue with the payroll calendar year-end process or cancel to exit.
Cancel
Next ->

3) If you want to copy employees, you must have the current fiscal year open. Only active employees without a termination date will be copied. Once completed, click **Next**.

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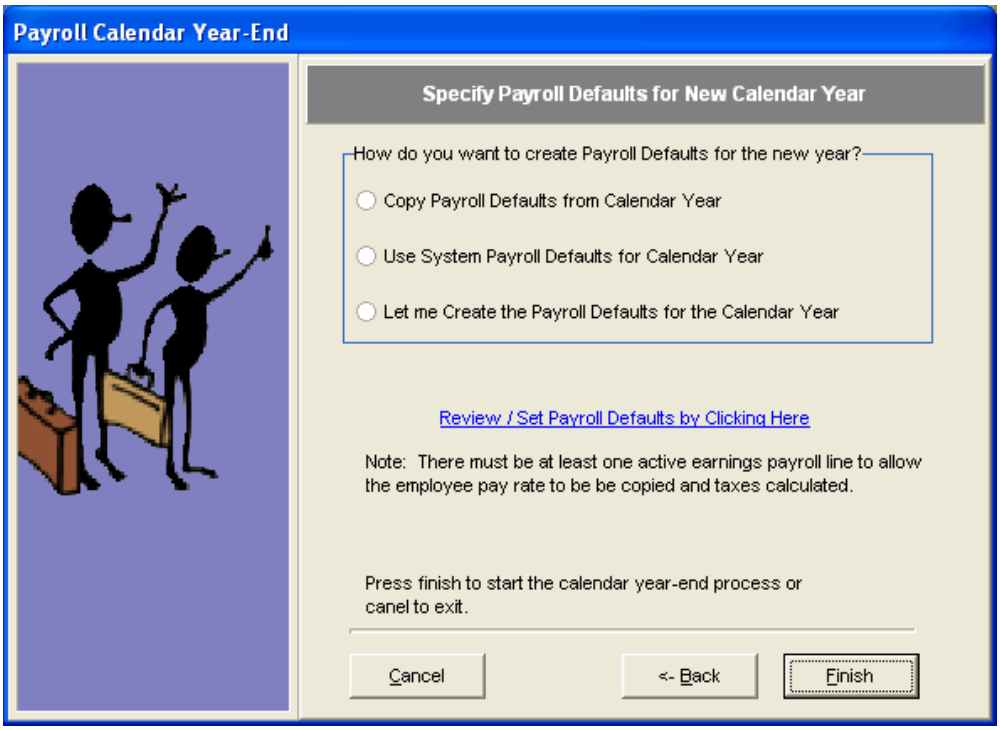
4) **Specify Payroll Defaults for New Calendar Year** - You have three options to choose from:
   a. Copy payroll defaults from a prior year
   b. Use the system defaults (you may indicate which deductions are pre-tax)
   c. Manually enter your default codes for the new calendar year.


Payroll Calendar Year-End
Specify Payroll Defaults for New Calendar Year
How do you want to create Payroll Defaults for the new year?
Copy Payroll Defaults from Calendar Year
Use System Payroll Defaults for Calendar Year
Let me Create the Payroll Defaults for the Calendar Year
Review / Set Payroll Defaults by Clicking Here
Note: There must be at least one active earnings payroll line to allow the employee pay rate to be be copied and taxes calculated.
Press finish to start the calendar year-end process or canel to exit.
Cancel
<- Back
Finish

Once completed, click **Finish**.

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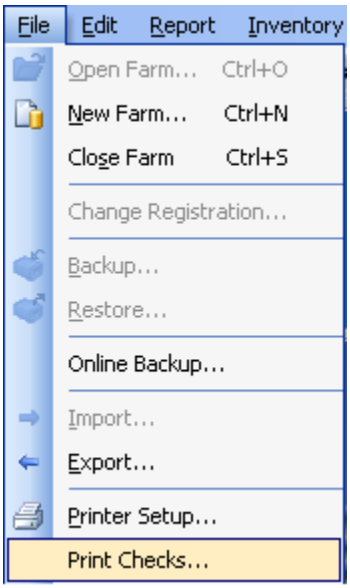
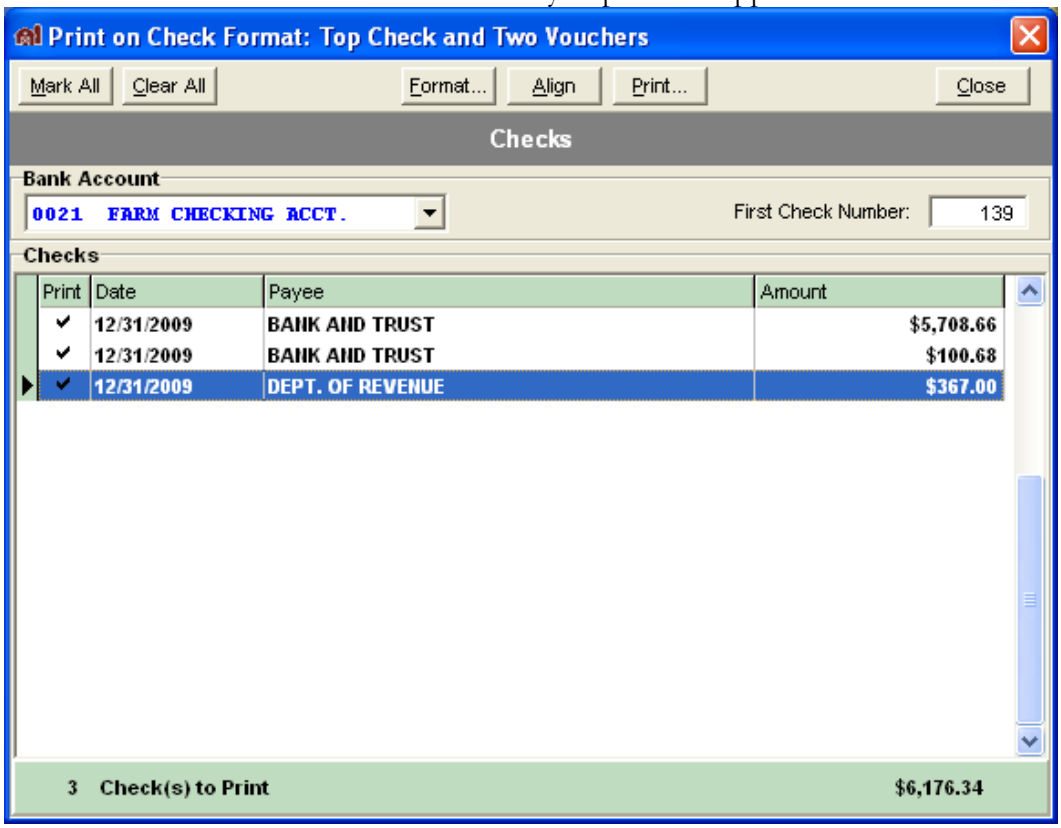
Section 3: Printing Checks

Print Checks or Print Paychecks

1) Click **File: Print Checks**.



2) A window with a list of checks that are ready to print will appear.



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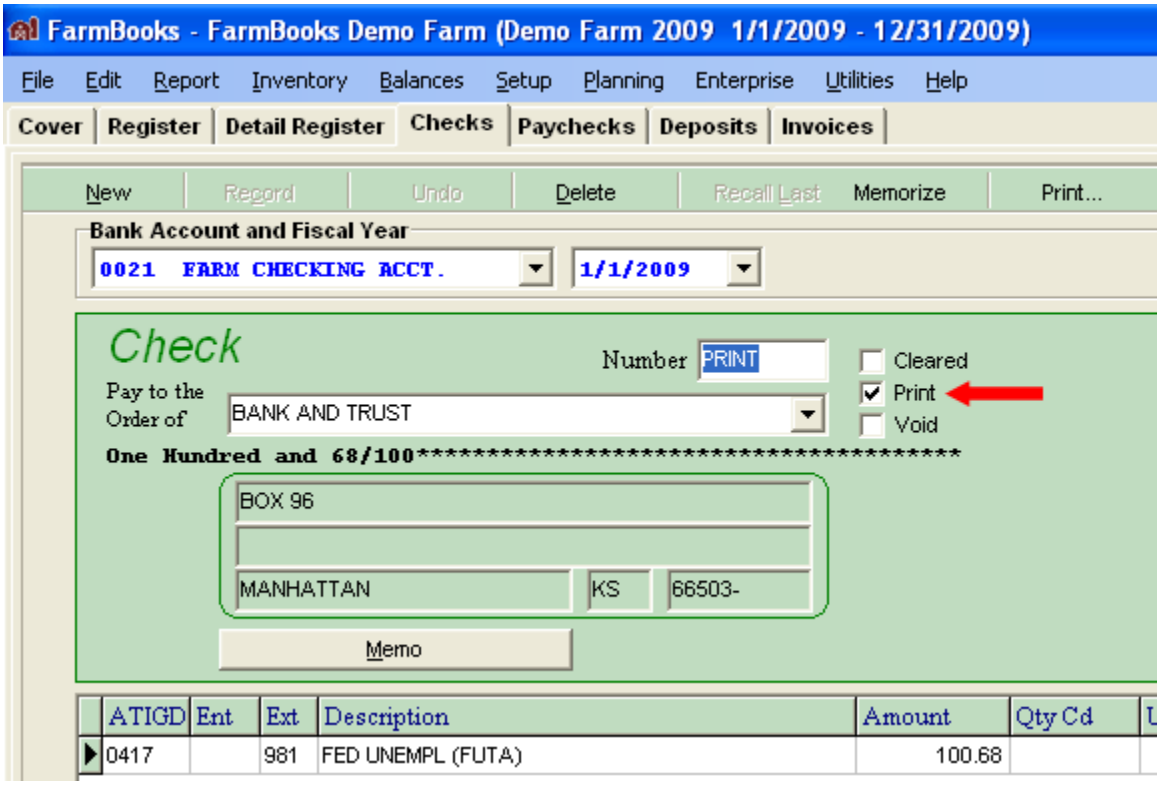
3) To add a check to the list, close out of the **Print Checks** box and click on the **Checks** tab, locate the check you want to print and click the **Print** checkbox.



4) Choose the bank account (from the dropdown list) from which the checks will be written and enter the **First Check Number**. Checks in this batch will be sequentially numbered starting with the number you enter in the First Check Number field.

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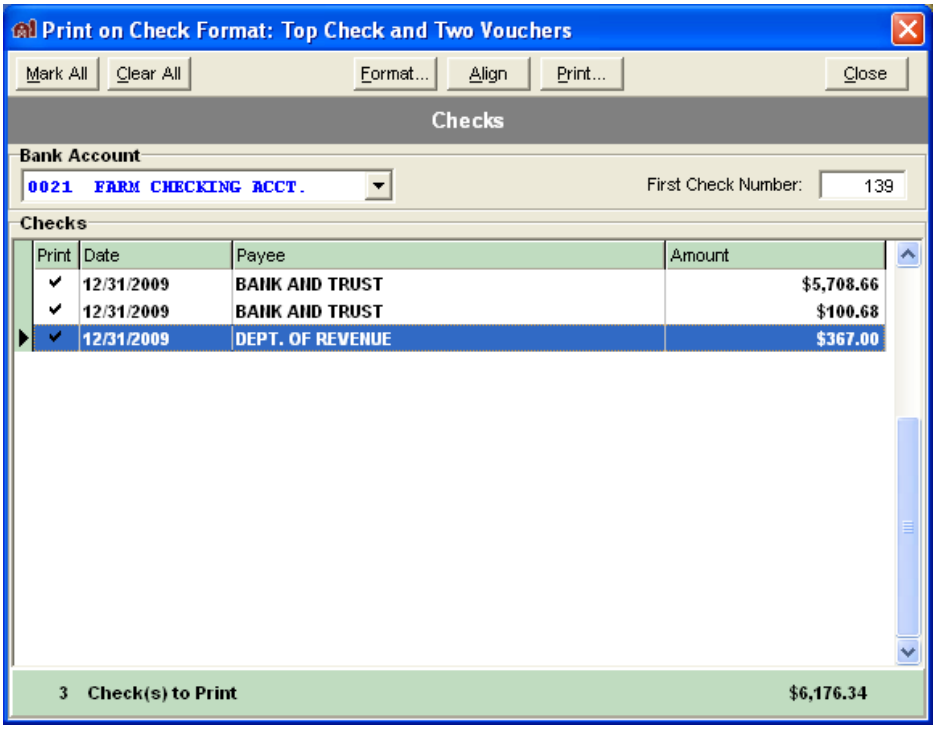

Click beside a check in the print column to remove the check mark, and the check will not be printed in this group of checks.

The window has the following buttons:

- **Mark All** - (Alt-m) to mark all checks in the list for printing.
- **Clear All** button (Alt-c) to remove the checkmark and prevent all checks from being printed during this print session.
- **Format** - (Alt-f) Open the **Select Check Format** window to select the check format for this batch of checks. You may have only one format, or one for each bank account.
- **Align** - Print a dummy check to verify the check information will print properly on the check.
- **Print** - Click the printer button to print the checks. A printer dialog window will be presented to allow you to make any last minute changes to your printer.
- **Close** - Close the check printing window.

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Section 4: Farm Preferences

Preferences

Click on **File: Preferences** to launch the Preferences window.

The Preferences window is made up of the following tabs:

- **Options**
- **Backup**
- **Cover Page**
- **E-mail**
- **Sound**
- **Printers**
- **Sort**

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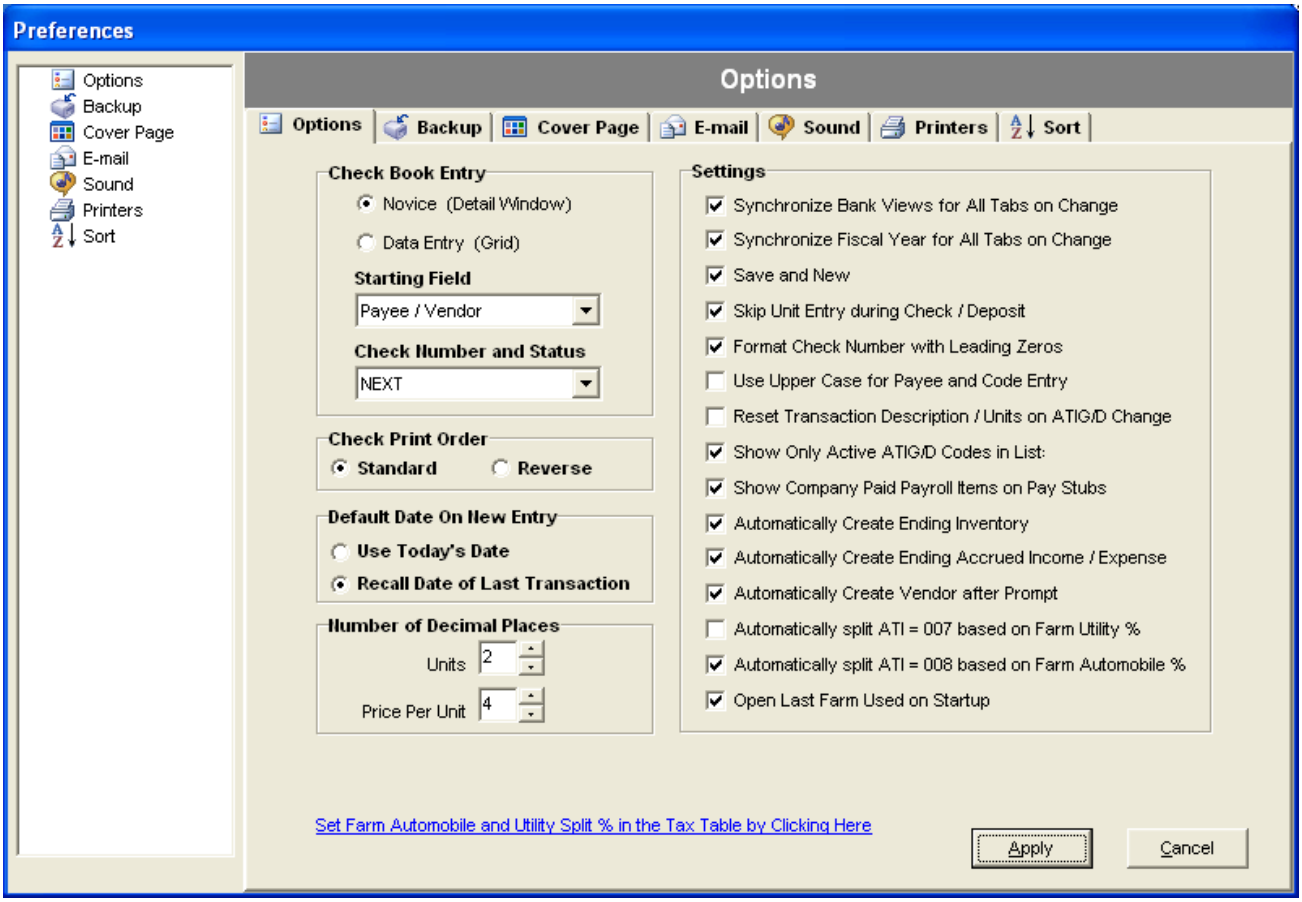
Preferences - Options Tab



Check Book Entry

- **Novice** - Opens a popup window with the expanded ATIG code selection and unit entry window to allow you enter the check and deposit detail lines

- **Data Entry** - enter the information in the grid detail line.

Starting Field

Choose a field where the cursor will start when entering deposits, checks or paychecks. The choices are Bank Account, Number, Date or Payee/Vendor. Number is a good choice when entering check manually.

Check Number and Status - This option controls the default check or paycheck number. The options for this field are:

- **PRINT and PRINT and Cleared** - Uses the default value of PRINT in the check number field and selects Print for the status. The PRINT and Cleared also selects the Cleared status. Use these options to print checks in the check writer.

- **NEXT** - **NEXT and Cleared** Uses NEXT in the print number field. The NEXT option and does not select any of the status choices the NEXT and Cleared selects the Cleared status, but the check will still show in the bank reconciliation. These checks will not show up in the check writer and will be assigned the next check sequence number in the Bank Balance setup window. Use these options if you are entering checks from a bank statement.

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- **DB/CR and DB/CR and Cleared** - When either of these options is selected, the check number will be defaulted to DB and CR for the check number or deposit number respectively. This is useful when entering transactions for debit or credit card records.

Check Print Order

- **Standard** - Check numbers in ascending order
- **Reverse** - Check numbers in descending order

Settings

- **Synchronize Bank Views on change** - When this option is set the same bank account is used on any of the four tabs (Register, Check, Paycheck, or Deposit). When the bank account is changed in any one of the four tabs, the account is changed on all of the other tabs as well.
- **Synchronize Fiscal Year on Change** - When this option is set, the fiscal year can be changed for the entire application without closing the farm and opening it in a new fiscal year. The exception is the setup menu, which only allows changes to the default or current fiscal year.
- **Save and New** - Select this option if you want the program to automatically present a new check each time the current check is recorded. If the option is not selected you must click the new button each time to add the next check.
- **Skip Unit Entry during Check / Deposit** - When this option is checked the user is not prompted for unit entry when entering Checks or Deposits, unless the entry is for livestock or crops, then units are always required. Enter a "1" instead of a "0" in the unit fields when choosing to bypass unit entry.
- **Format Check Number with Leading Zero** - You can decide if you prefer to have the check number prefilled with leading zero or not.
- **Use Upper Case for Payee and Code Entry** - This option allows you to enter the payee and code entry to be captured in upper case without using the caps lock key.
- **Reset Transaction Description / Units on ATIG/D Change** – This option will allow the user to control the behavior when changing an ATIG/D code for a check / deposit detail transaction line.
- **Show Only Active ATIG Codes in Lists** - You can de-activate ATIG codes that may not be used by your farm under the **Setup** - **ATI-ATIG Codes** menu option. By de-selecting codes that may not be used on your farm, only active codes will show in the drop down menus, however inactive codes are still valid when used on transactions.
- **Show Company Paid Payroll Items on Pay Stubs** - This option let you control whether company paid deductions are displayed on the pay stub (and payroll pay stub report) or not.
- **Auto Create Ending Inventory** - When this is selected, the program will create ending inventory records for inventory items equal to the beginning inventory values for these items.

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- **Automatically Create Ending Accrued Income / Expense**- When this is selected, the program will create ending accrued income / expense records for inventory items equal to the beginning inventory values for these items.

- **Automatically split ATI = 007 based on Farm Utility %** - This preference is not set by default. Select the preference by clicking the box. Enter the split percentage under **Setup: Tax Table**. Choose the Add Button to create the entry in the tax table. Choose Farm Utility % as the tax bracket Type and enter the percentage as a decimal number - .8 for 80%, .5 for 50%.
- **Automatically split ATI = 008 based on Farm Automobile** % - This preference is not set by default. Select the preference by clicking in the box. Enter the split percentage under Setup, Tax Table. Choose the Add Button to create the entry in the tax table. Choose Farm Auto % as the tax bracket Type and enter the percentage as a decimal number - .8 for 80%, .5 for 50%.

- **Open Last Farm Used on Startup** - Select this option to open same farm that was open the last time you used the program when the program starts. This is useful if you have only one farm, or if you do most of your work in same farm.

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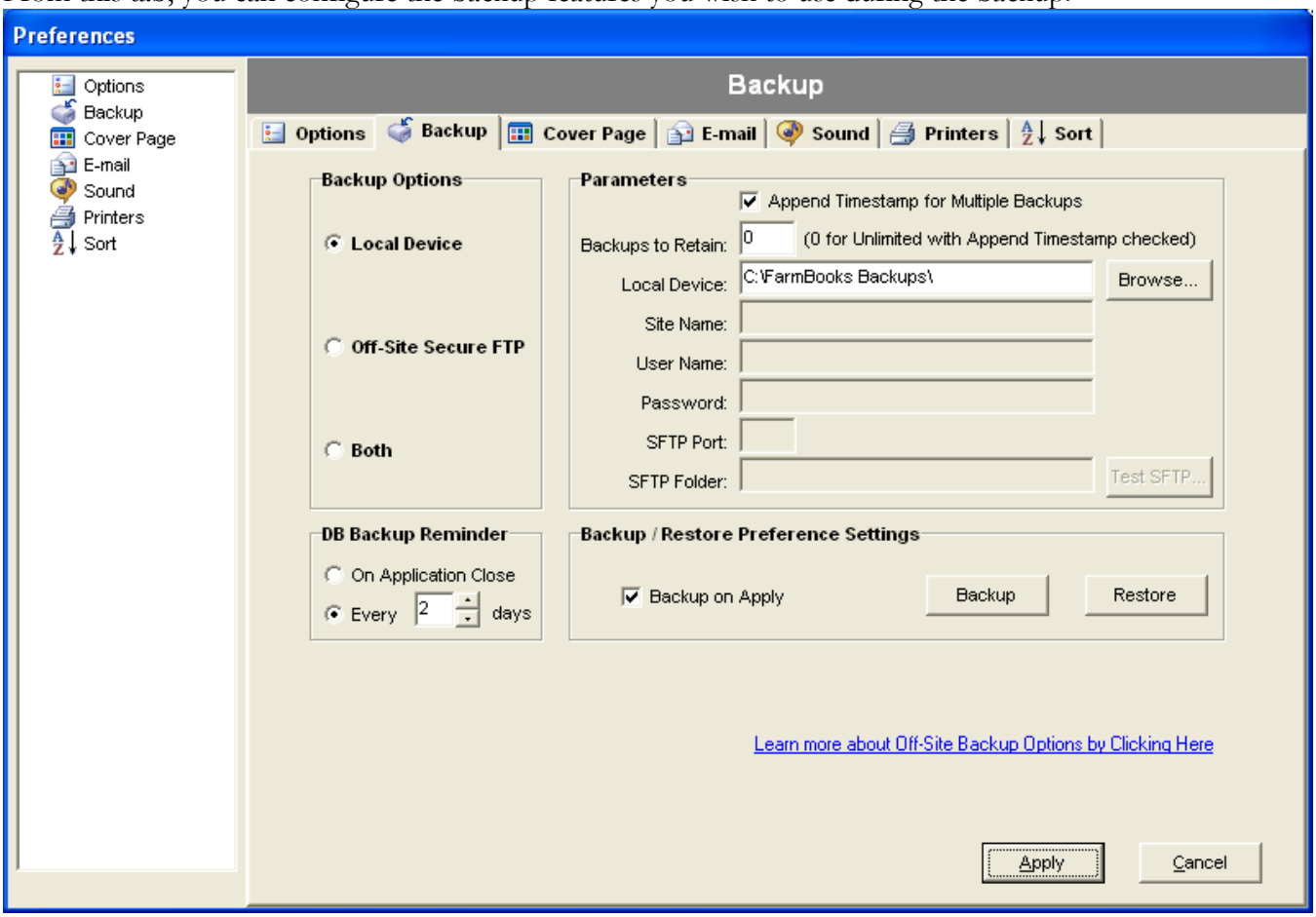
Preferences - Backup Tab

From this tab, you can configure the backup features you wish to use during the backup.



- Choose the backup location(s) under **Backup Options**
  - If the **Off-Site Secure FTP** or **Both** radio button is selected, enter the SFTP details under **Parameters**

- Append timestamp for multiple backups.

- Choose the number of **Backups to Retain** (if append timestamp for multiple backups is checked). Use 0 for unlimited.

- **Backup Reminder** - Choices are:
  - Remind about backup each time the program closes
  - Remind periodically - set the number of days between reminders.

- **Backup Restore Preference Settings**
  - Backup on Apply – If this option is checked, the application will automatically backup the application preference anytime they are changed and saved. There are backup / restore buttons to allow the user to perform the actions as desired.

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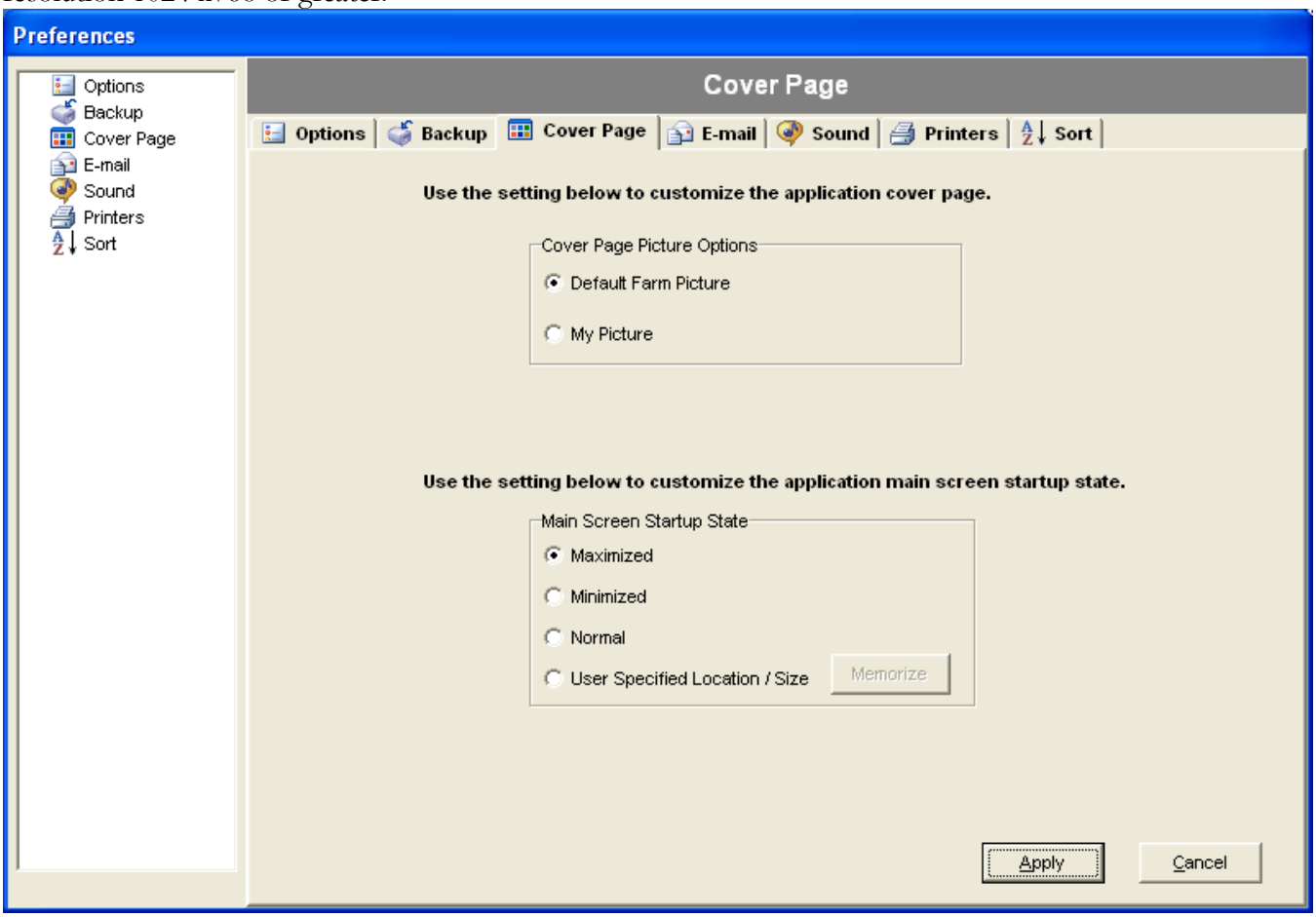
Preferences - Cover Page Tab

Customize the application main screen startup size and location. The application is best viewed with screen resolution 1024 x768 or greater.



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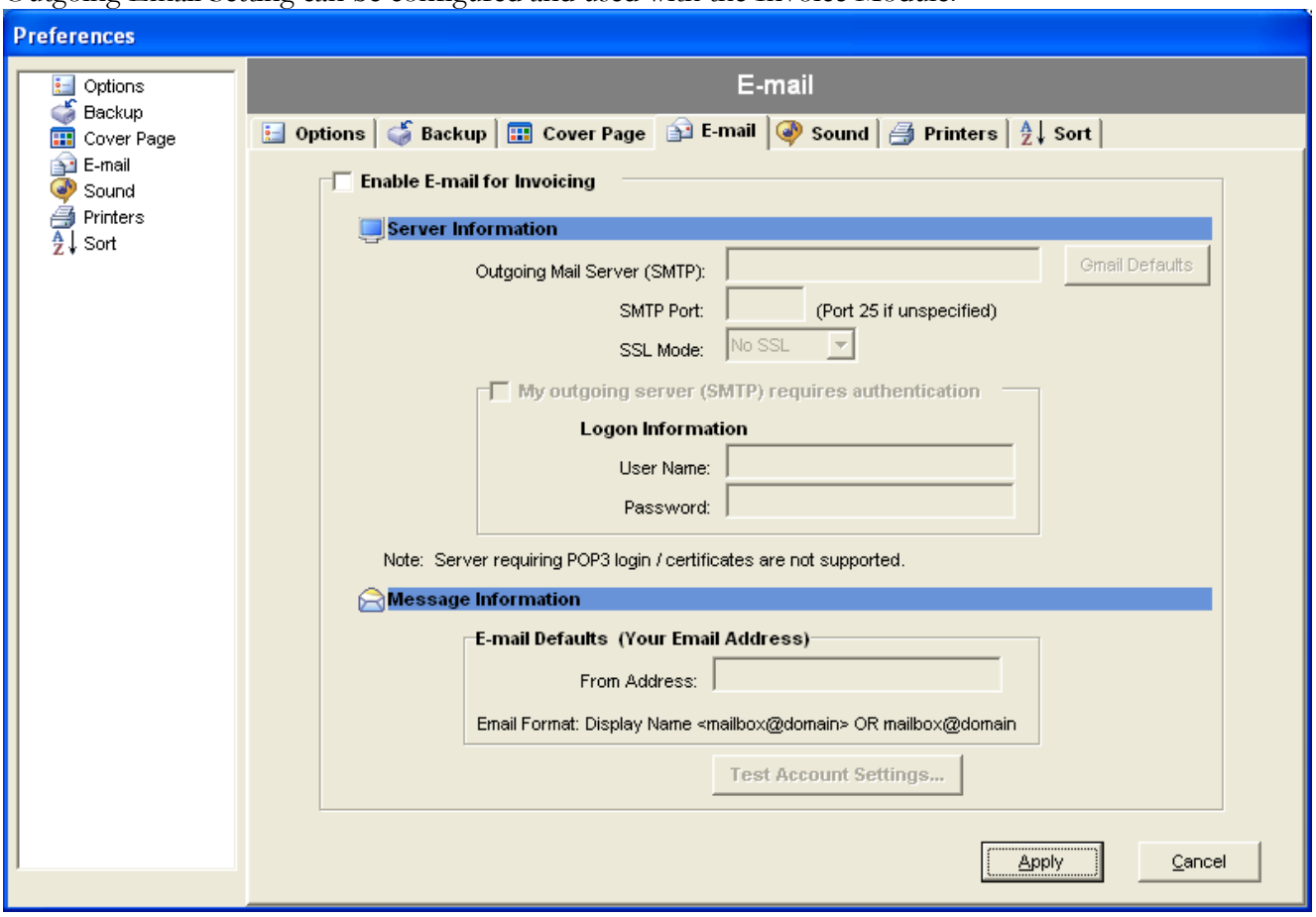
Preferences - E-mail Tab

Outgoing Email Setting can be configured and used with the Invoice Module.



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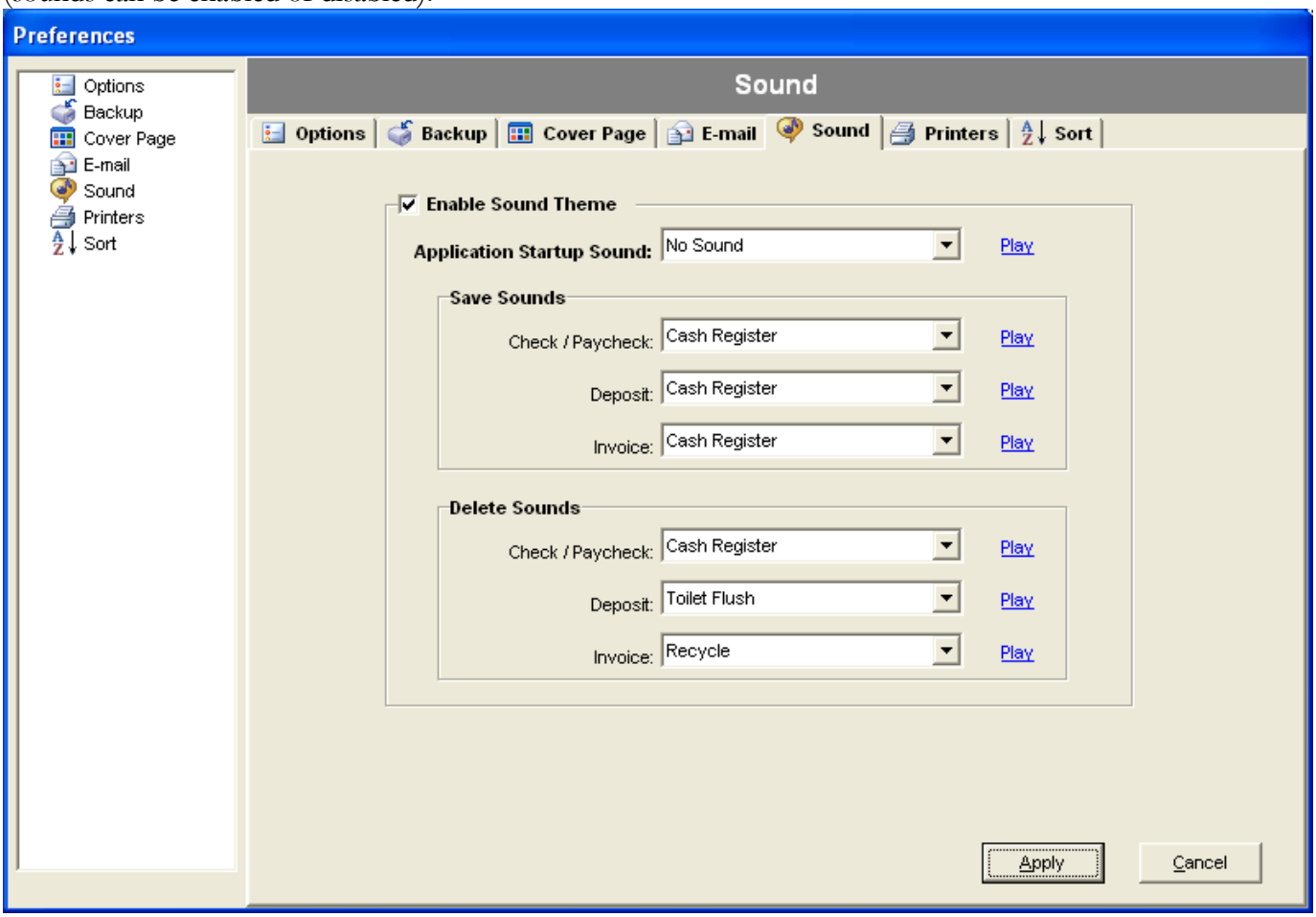
Preferences - Sound Tab

Customize sounds to be associated with application startup along with selected save and delete operations (sounds can be enabled or disabled).



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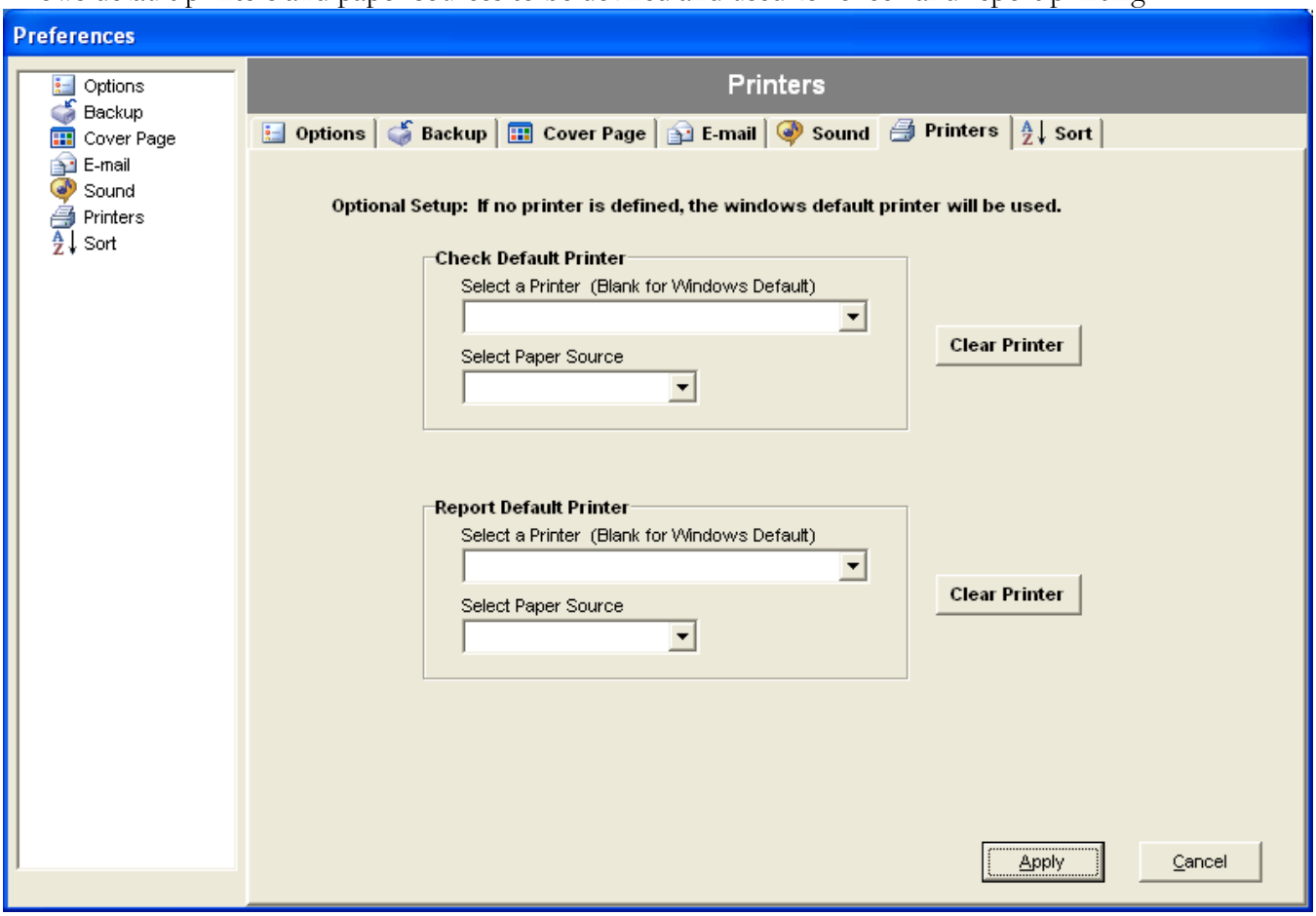
Preferences - Printer Tab

Allows default printers and paper sources to be defined and used for check and report printing.



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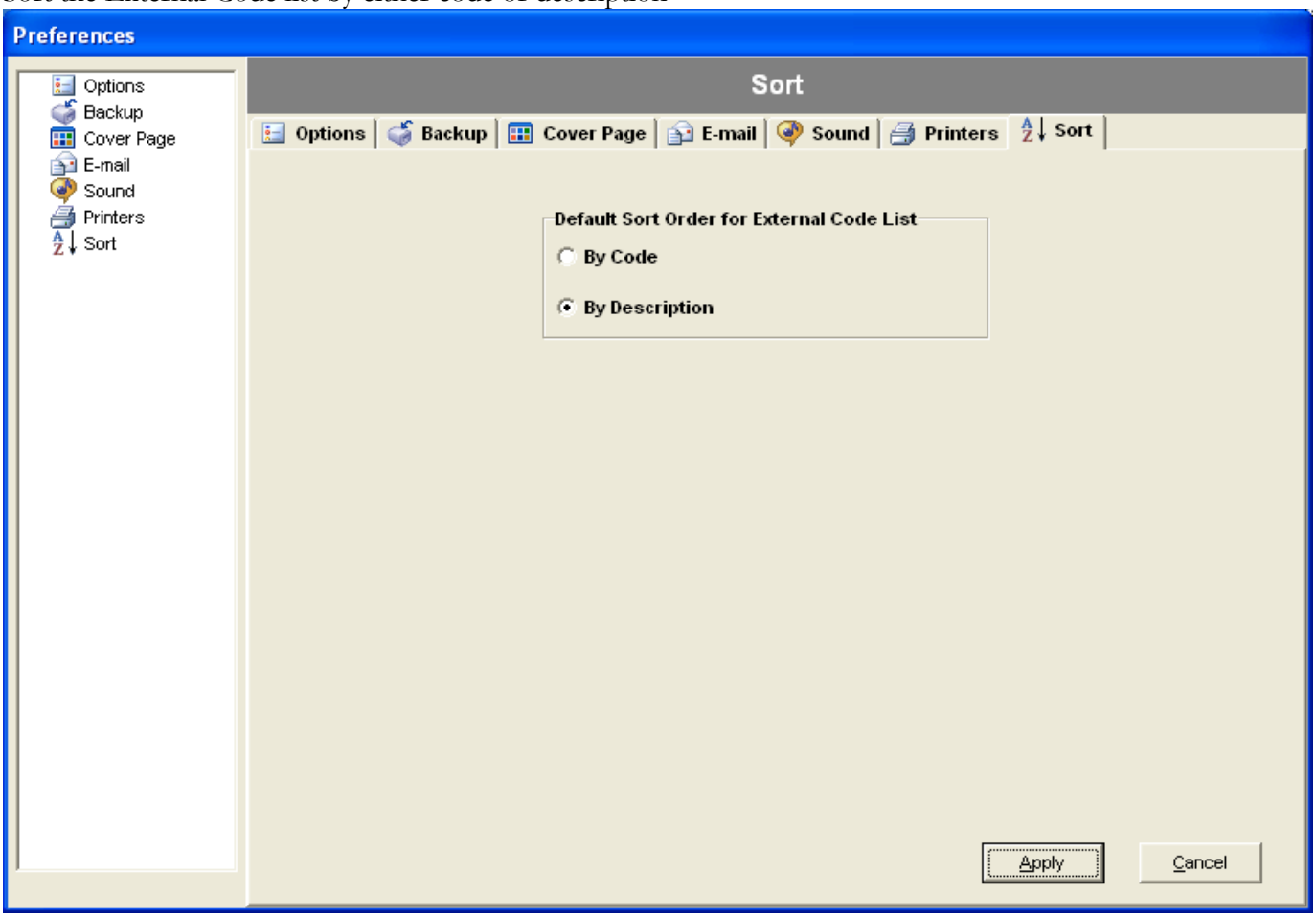
Preferences - Sort Tab

Sort the External Code list by either code or description



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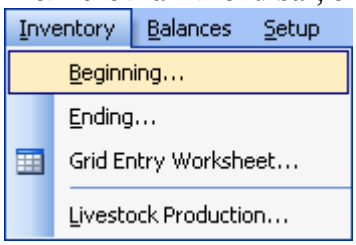
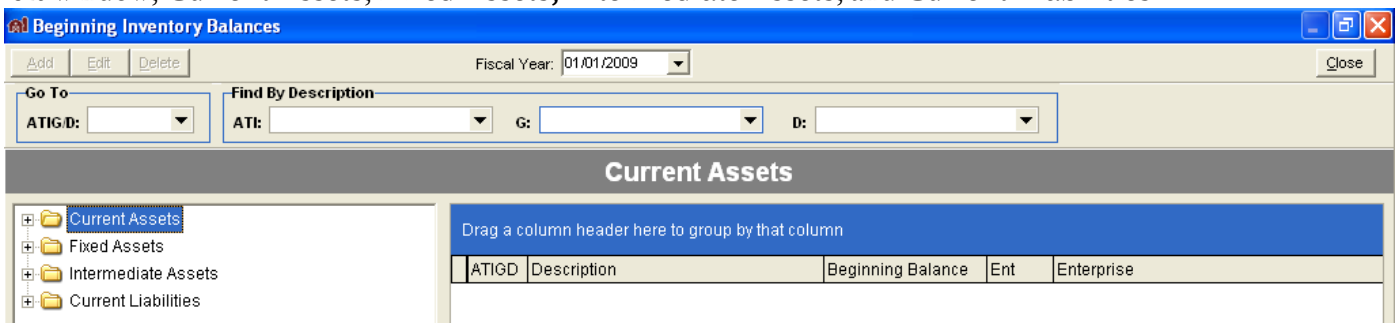
Section 5: Inventory

Beginning Inventory

1) From the main menu bar, click **Inventory** then select **Beginning.**



2) The **Beginning Inventory Balances** window will open. Three main categories of assets are shown in the left window, **Current Assets**, **Fixed Assets, Intermediate Assets**, and **Current Liabilities**.



3) Sub-category symbols are white or yellow if inventory balances have not been entered but are blue if balances have been entered. A plus (+) symbol beside a category indicates there are additional sub-categories when the category is clicked. Continue to open categories in the list by clicking until the list contains inventory codes that do not have a plus symbol.

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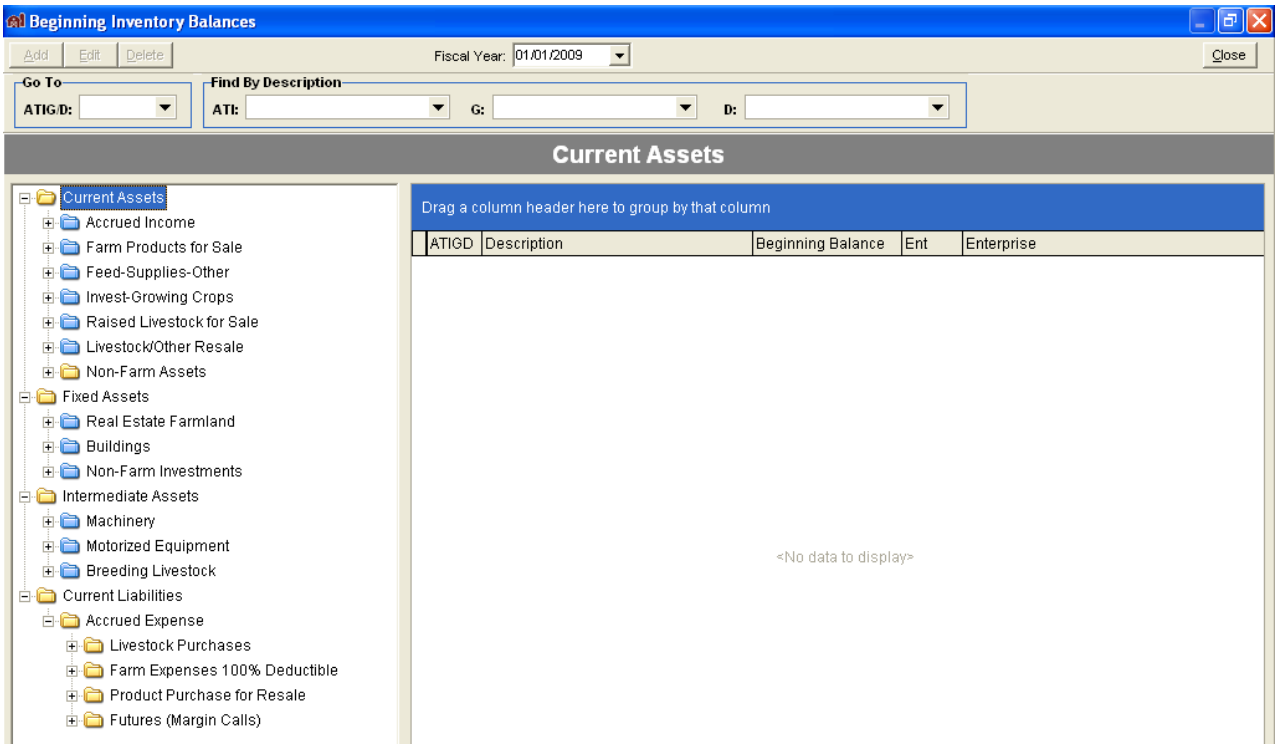
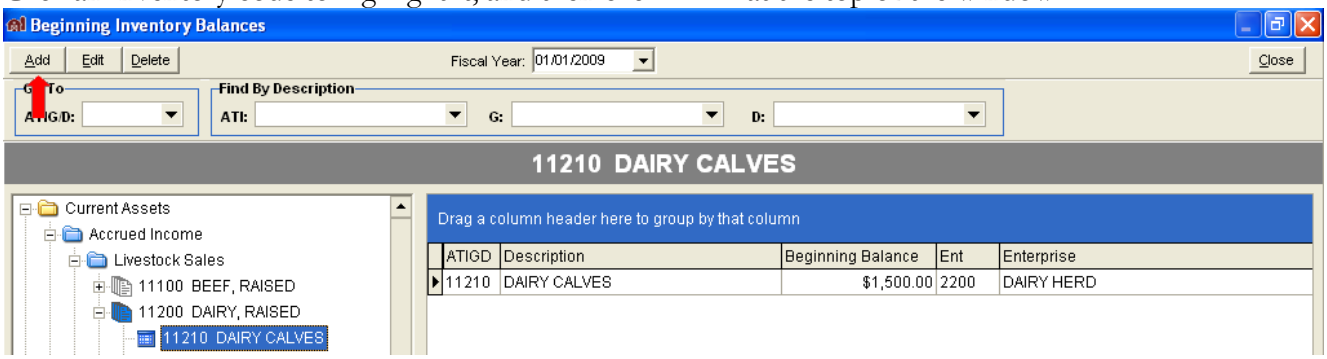


4) Click an inventory code to highlight it, and then click **ADD** at the top of the window.



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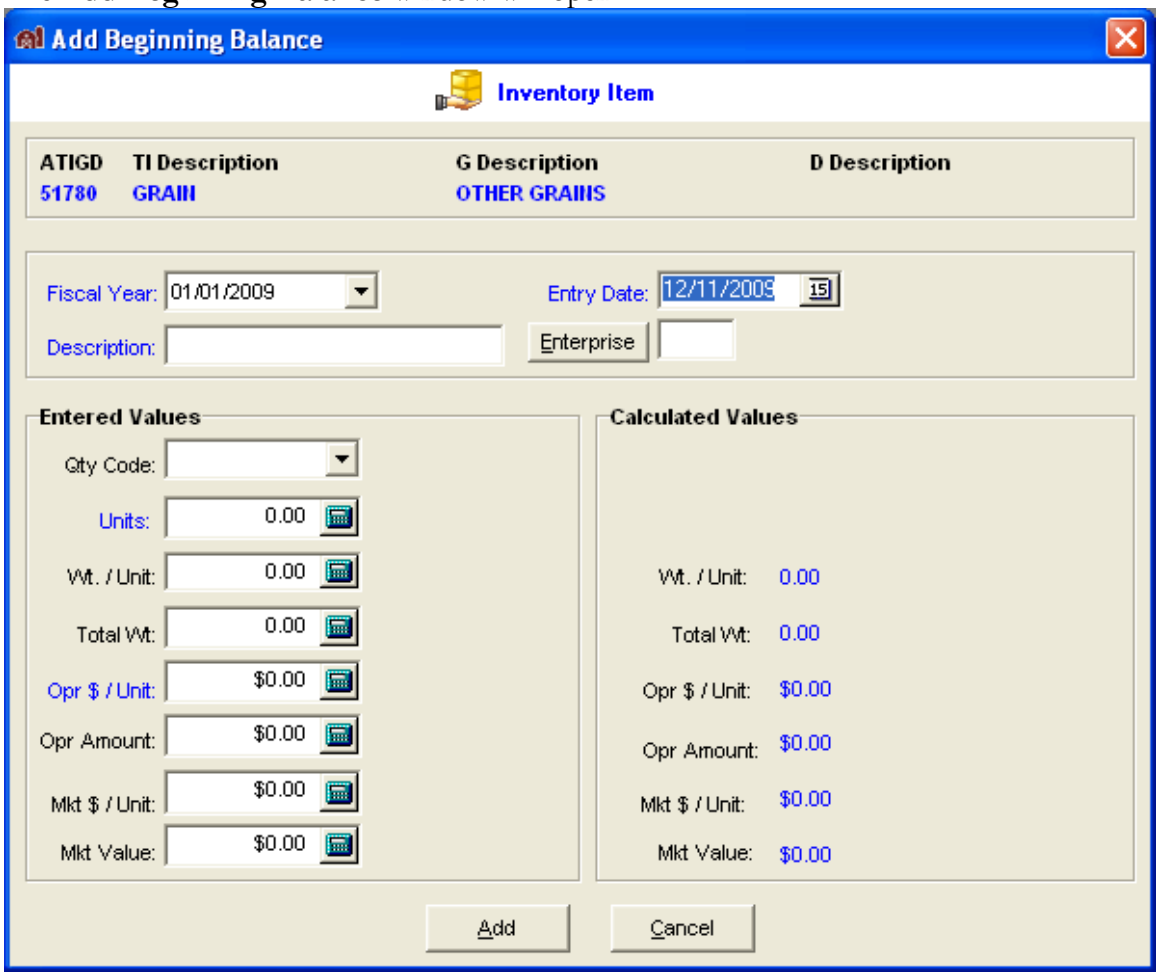
5) The **Add Beginning Balance** window will open.



- In the top section of this window is a description of the selected ATIGD code.
- The next section shows the Fiscal year for this beginning balance and the entry date.
- Add a description to make this entry more meaningful on the financial reports or accept the default of the G description.
- Enter a valid Enterprise code if this inventory transaction should be allocated to a specific enterprise. Display a list of valid enterprise codes for selection by clicking the Enterprise button.

  See **Setup: Enterprise Codes** to enter the valid enterprise/lot numbers for your organization.

- All fields in the **Entered Values** column are optional except **Units** and **Opr$/Unit**, which are required.
  - Enter a quantity code or click on the drop-down button to display a list of quantity codes and select from the list.
  - Enter a value in the other fields or click the calculator button to the right of the field to calculate and enter the amount in the field.

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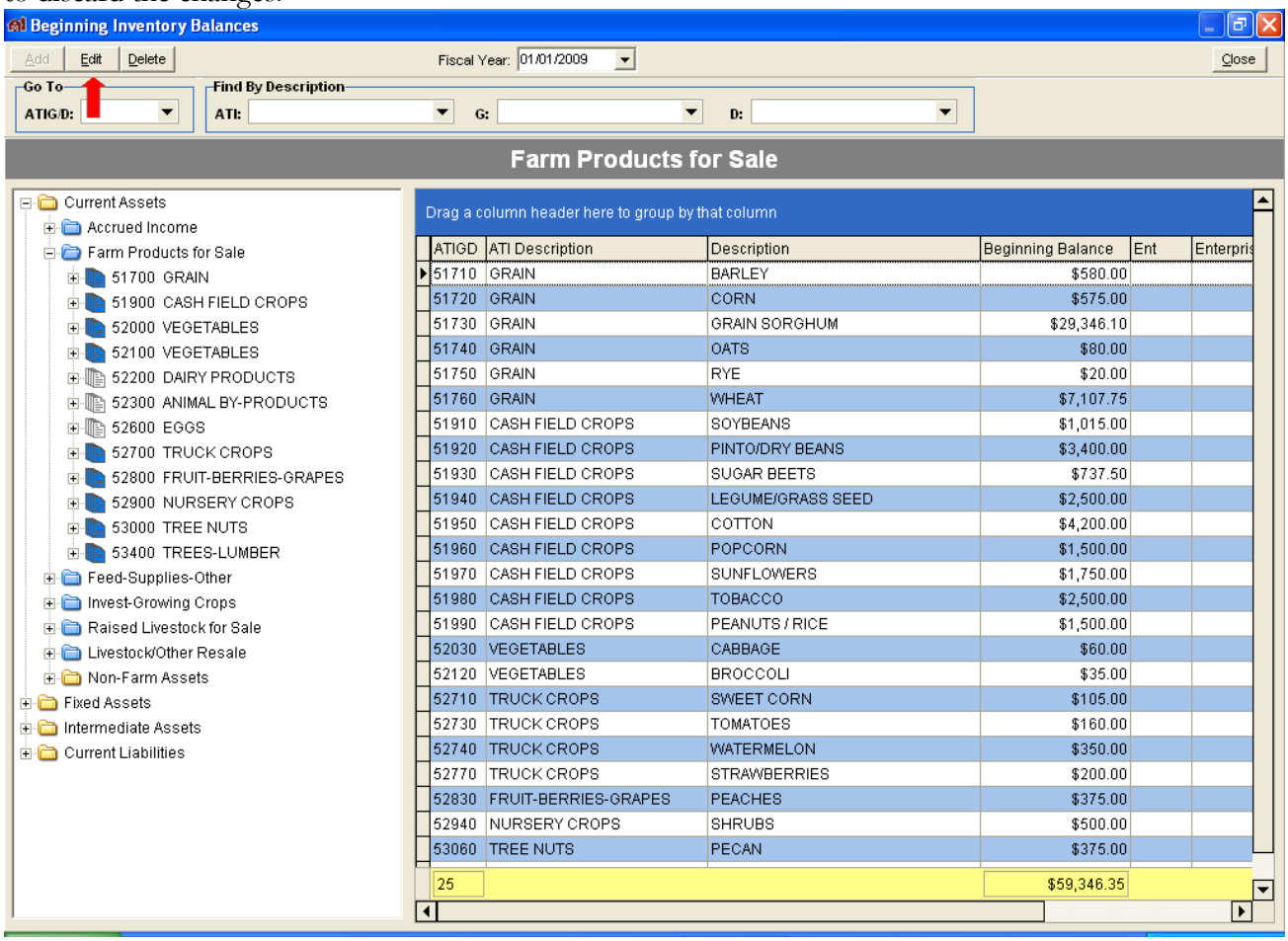
6) To edit an inventory entry, click on an entry in the list of beginning balances, then click the **Edit** button or double-click on the entry. To save the changes, click the **Update** button to record the changes or **Cancel** to discard the changes.



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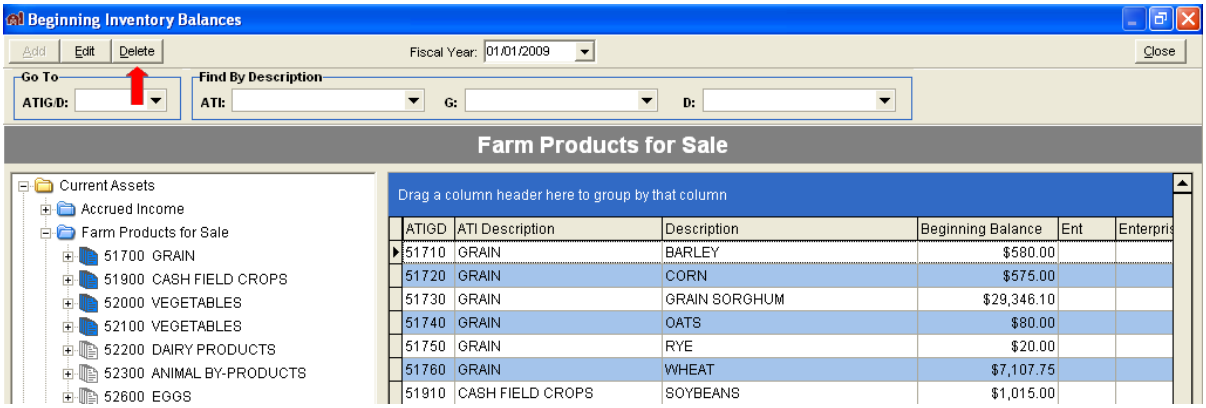
7) To delete an inventory entry, click an entry in the list of beginning balances to select it, and then click the **Delete** button. The screen showing the current beginning balance information will display. Click the **Delete** button at the bottom of this screen to delete the entry, otherwise click the **Cancel** button to retain the entry. To delete multiple entries, select multiple grid lines and press the delete key. A confirmation window will be displayed showing the number of records that will be deleted. Press yes to delete the selected records or no to abort the delete.



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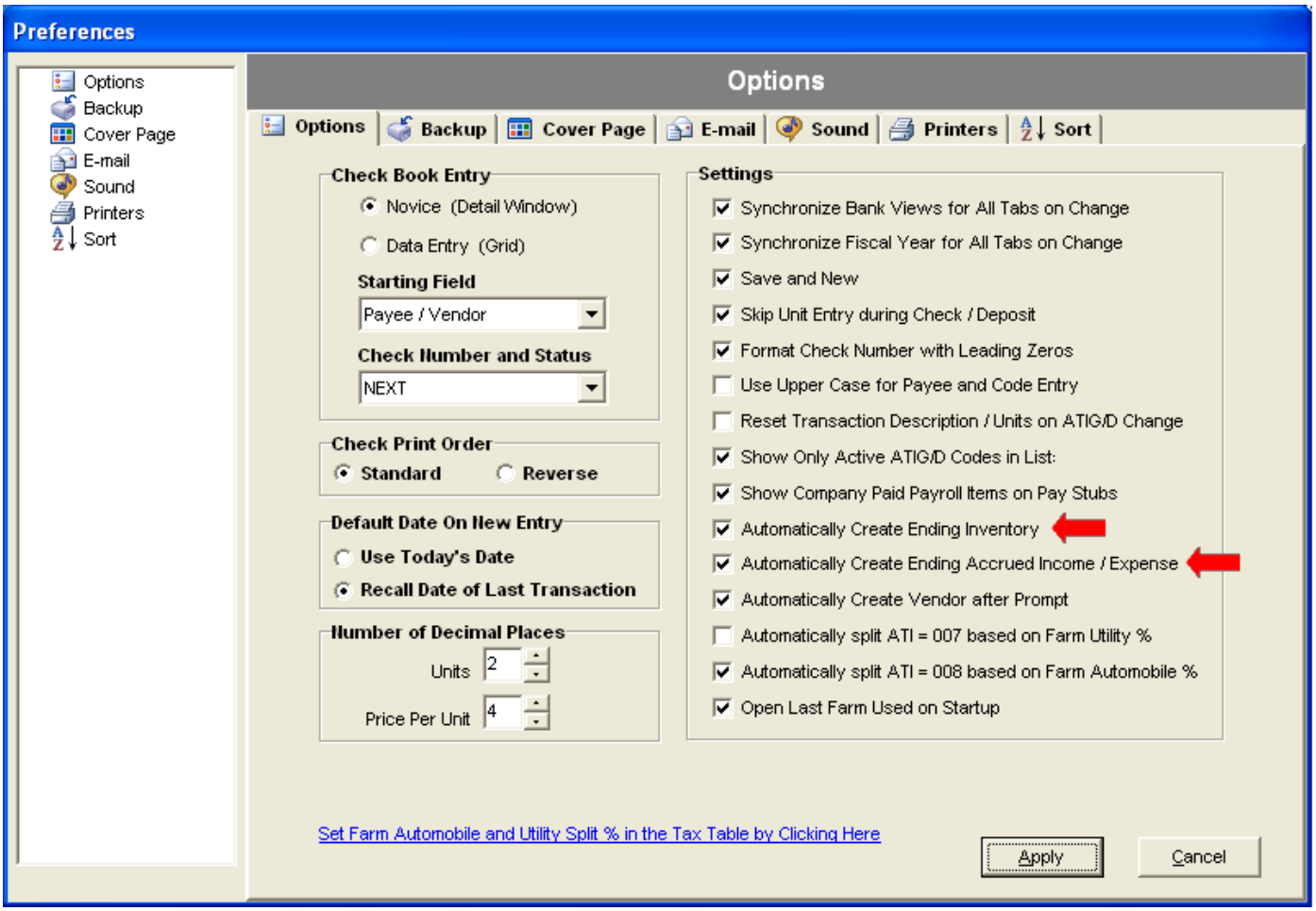
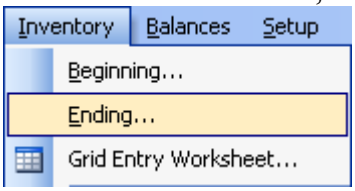
Ending Inventory

If the preference setting for **Automatically Create Ending Inventory** and **Automatically Create Ending Accrued Income / Expense** is on (see image below), FarmBooks will automatically create ending values with same values as the beginning. These ending values may be manually adjusted during the year.



Edit ending inventory to record the correct ending balance or add ending inventory records if the program did not automatically create them.

From the main menu bar, click **Inventory** then select **Ending.**



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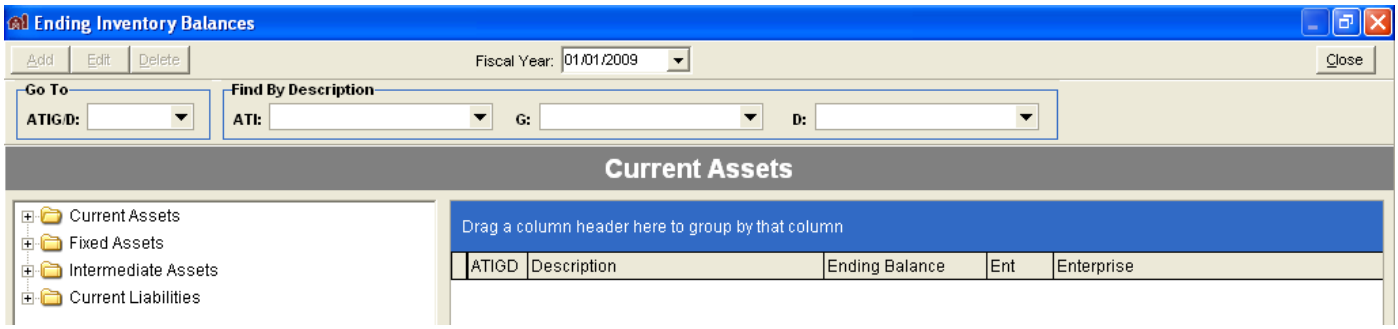
1) The **Ending Inventory Balances** window will open.



2) Ending inventory items are entered and edited in the same manner as Beginning Inventory.

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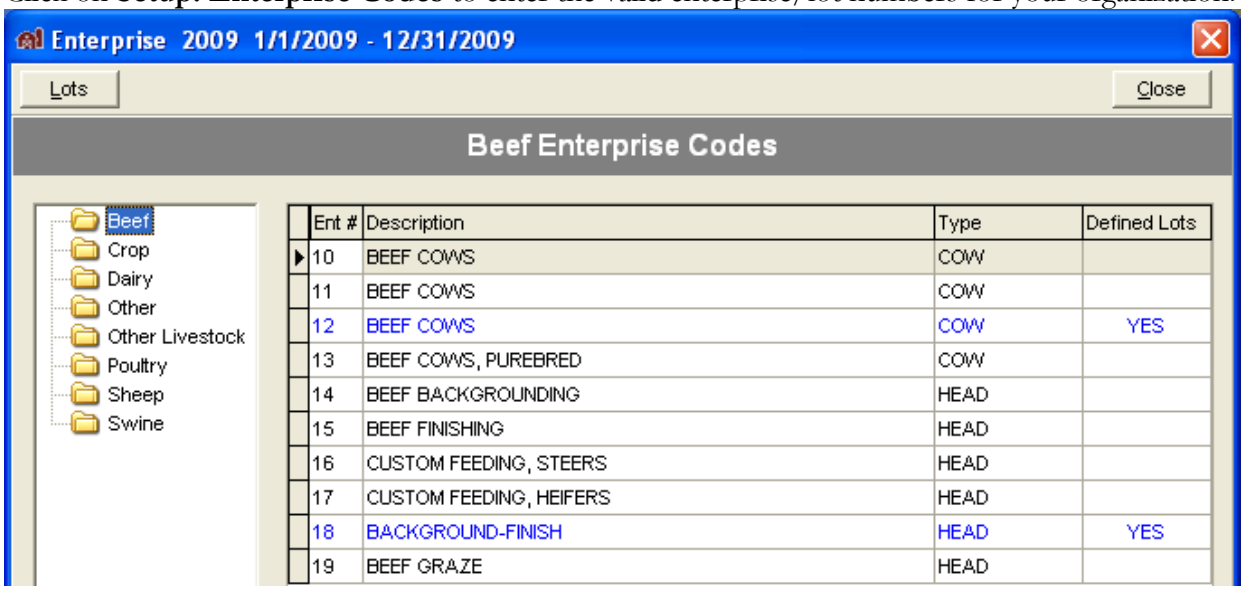
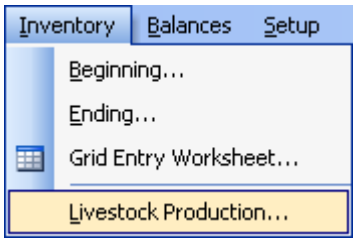
Livestock Production

Livestock Production requires the use of the Enterprise feature of the program.

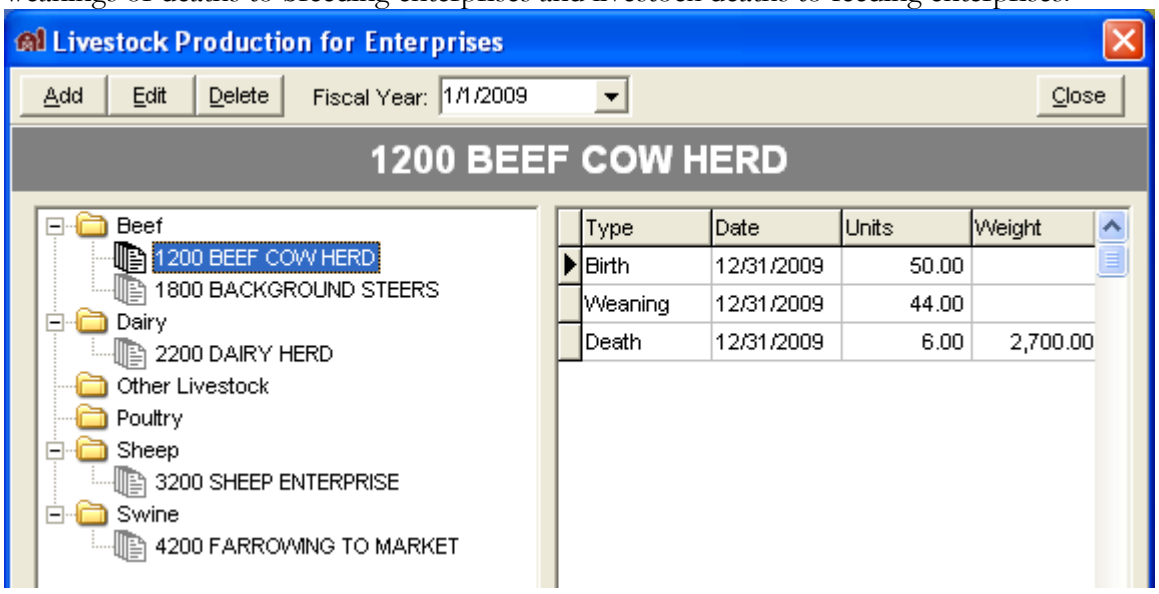
1) Click on **Setup: Enterprise Codes** to enter the valid enterprise/lot numbers for your organization.


Enterprise 2009 1/1/2009 - 12/31/2009
Lots
Close
Beef Enterprise Codes
Beef
Crop
Dairy
Other
Other Livestock
Poultry
Sheep
Swine
Ent # | Description | Type | Defined Lots
10 | BEEF COWS | COW |
11 | BEEF COWS | COW |
12 | BEEF COWS | COW | YES
13 | BEEF COWS, PUREBRED | COW |
14 | BEEF BACKGROUNDING | HEAD |
15 | BEEF FINISHING | HEAD |
16 | CUSTOM FEEDING, STEERS | HEAD |
17 | CUSTOM FEEDING, HEIFERS | HEAD |
18 | BACKGROUND-FINISH | HEAD | YES
19 | BEEF GRAZE | HEAD |

2) After your Lot Numbers are setup, close out of the Enterprise Codes window and click on **Inventory: Livestock Production**.



3) The **Livestock Production for Enterprises** window will open which allows you to record livestock births, weanings or deaths to breeding enterprises and livestock deaths to feeding enterprises.



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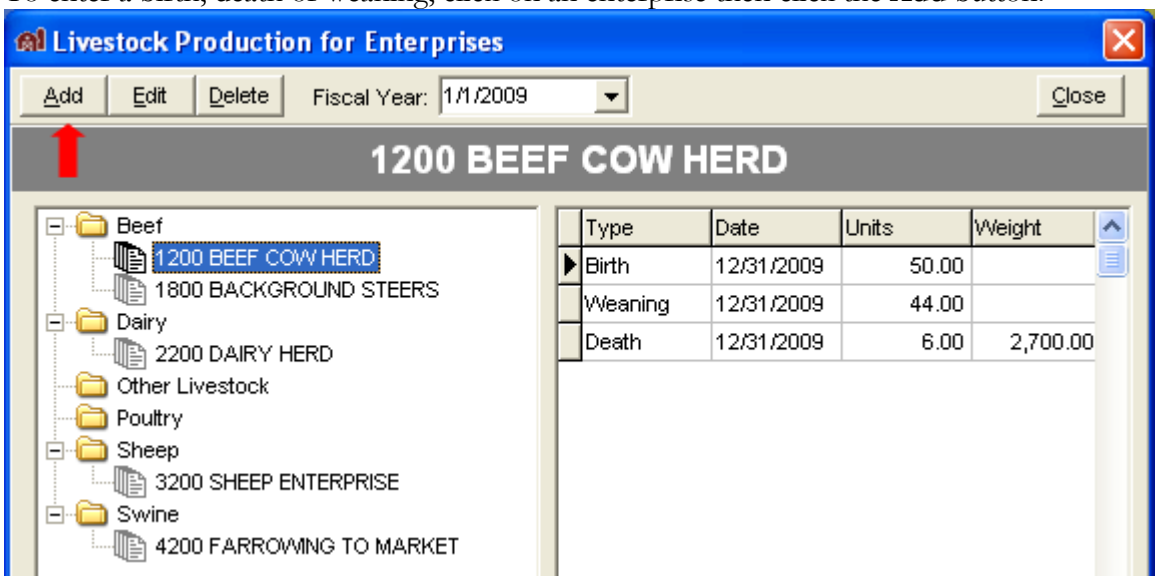
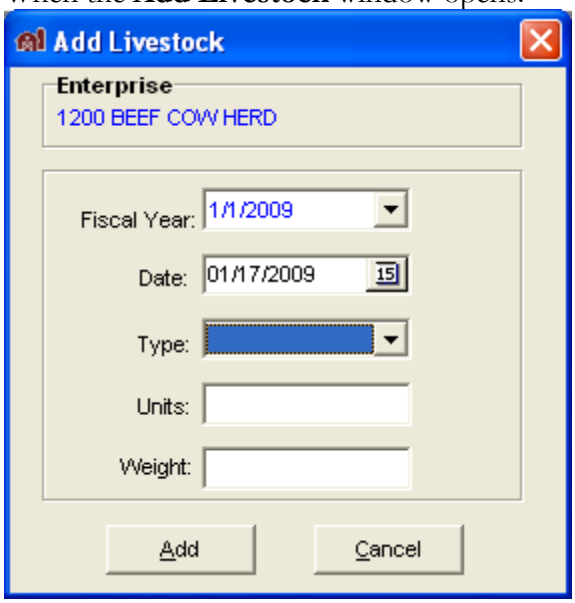
4) To enter a birth, death or weaning, click on an enterprise then click the **Add** button.



5) When the **Add Livestock** window opens:



- Choose the Type from the dropdown menu:
  - Birth
  - Weaning
  - Death
- Enter the date
- Enter the units
- Enter the weight
- Click **Add** when completed.

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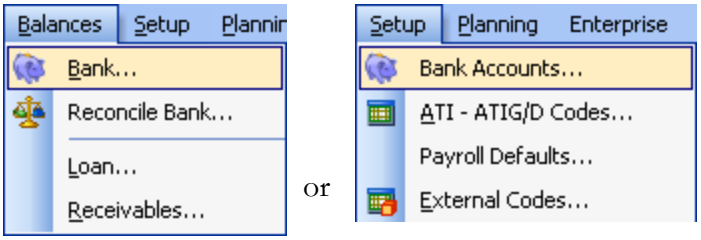
Section 6: Balances

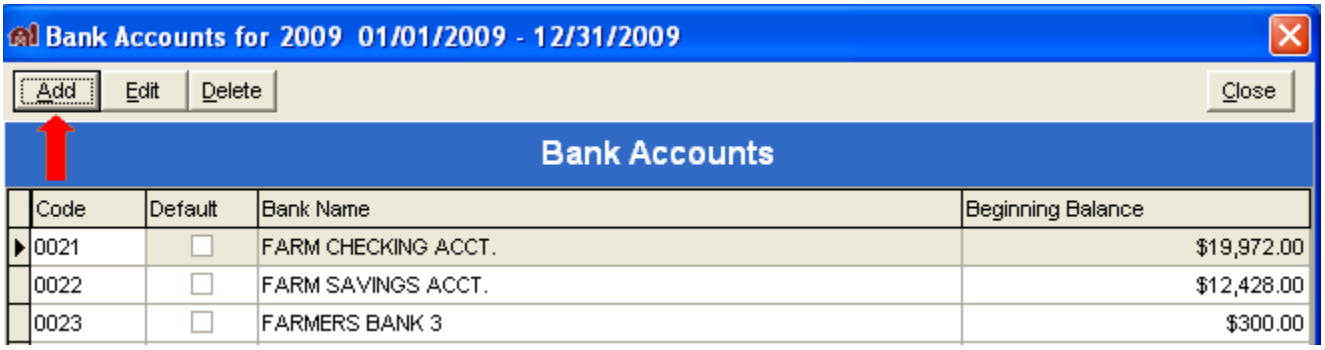
Bank Balances

FarmBooks supports an unlimited number of bank account codes. In prior versions, you were limited to nine bank codes in the range 0021 – 0029. The bank drop down list is still sorted by bank codes so you may want to decide how you want to see your list sorted when creating your own bank code. If you use only one checking account for your farming operation, you can still separate farm and family living expenses by using the appropriate ATIG codes.

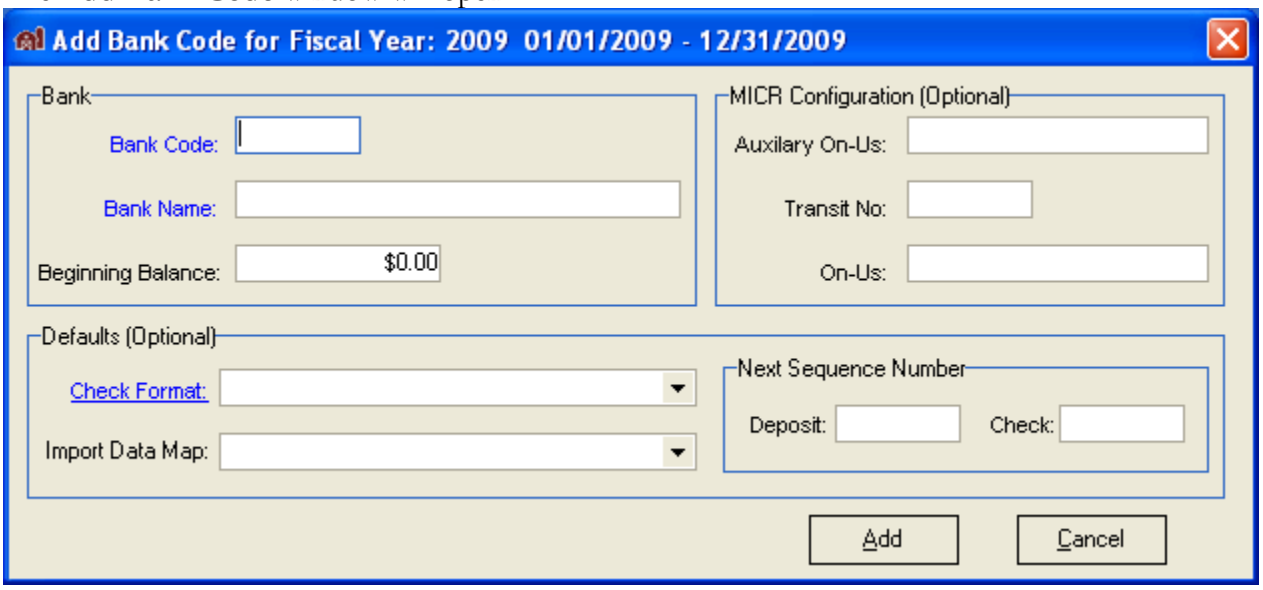
1) Click **Balances: Banks** or **Setup: Bank Accounts** to open the **Bank Accounts** window.



2) Click **Add** to create a new bank account.



3) The **Add Bank Code** window will open.



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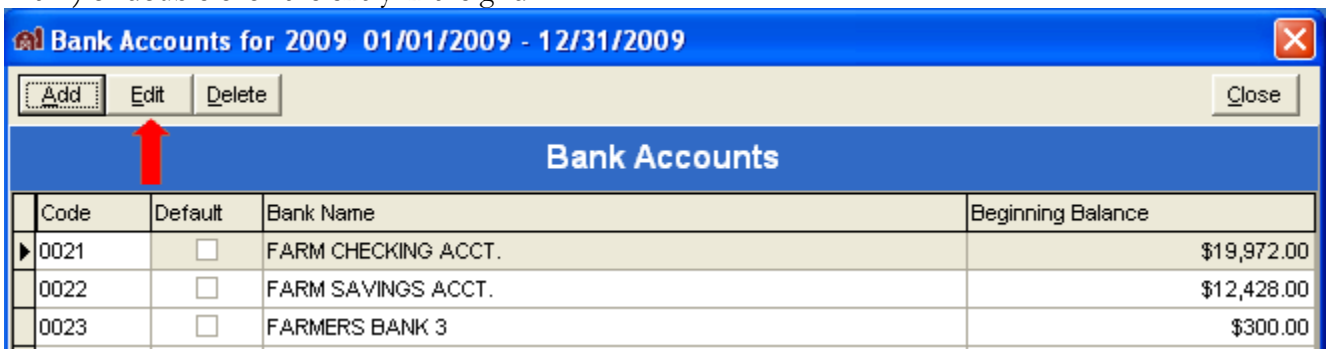
4) Enter a **Bank Code**, add the **Bank Name** and the **Beginning Balance**.

5) Select a **Check Format** to use when printing checks for this bank account.

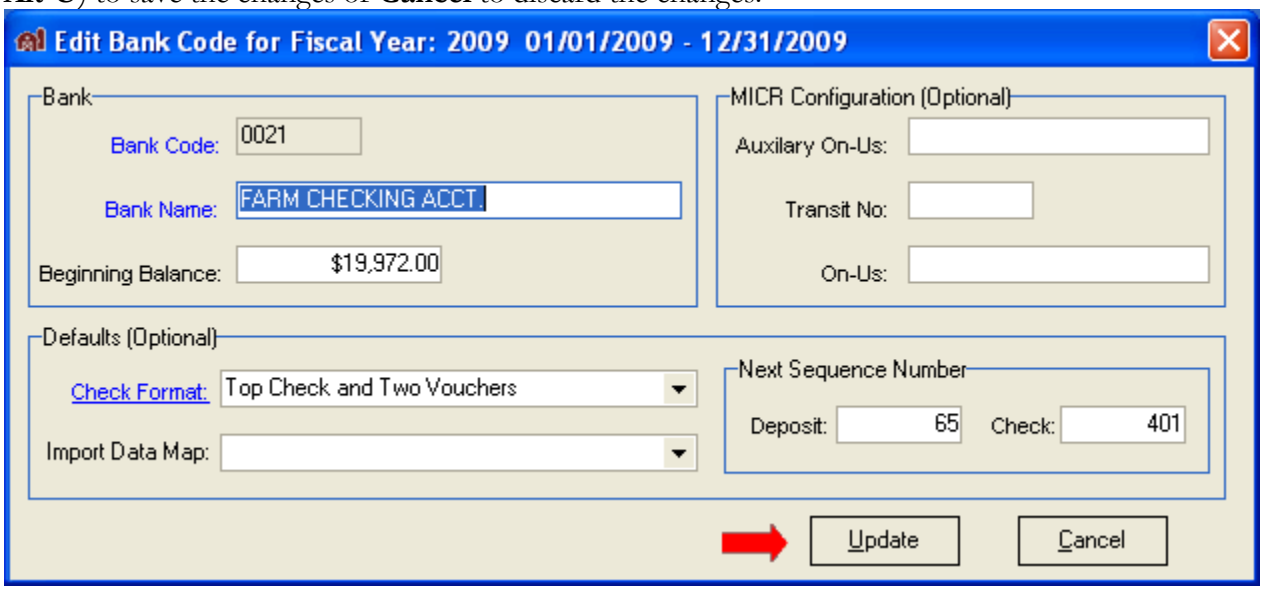
6) Enter the **Next Sequence Number** for deposits and checks so the program will automatically assign check and deposit numbers.

7) Click the **Add** button (or **Alt-A**) to save the new bank code, otherwise click the **Cancel (Alt-C)** button to discard the entry.

8) To edit a bank balance, click a bank balance entry in the list to select it and then click the **Edit** button (or Alt-E) or double click the entry in the grid.



9) All information about the bank account can be edited except the bank code. Click the **Update** button (or **Alt-U**) to save the changes or **Cancel** to discard the changes.



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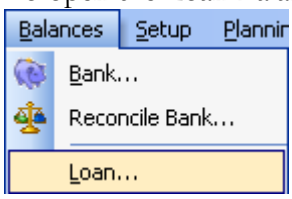
Loan Balances

Enter individual loans with a beginning loan balance and use an external code to identify each loan or lump all loans under a single external code.

1) To open the Loan Balances window, click **Balances: Loan.**



2) Click the **Add** button (or **Alt-A**) to enter a new loan.

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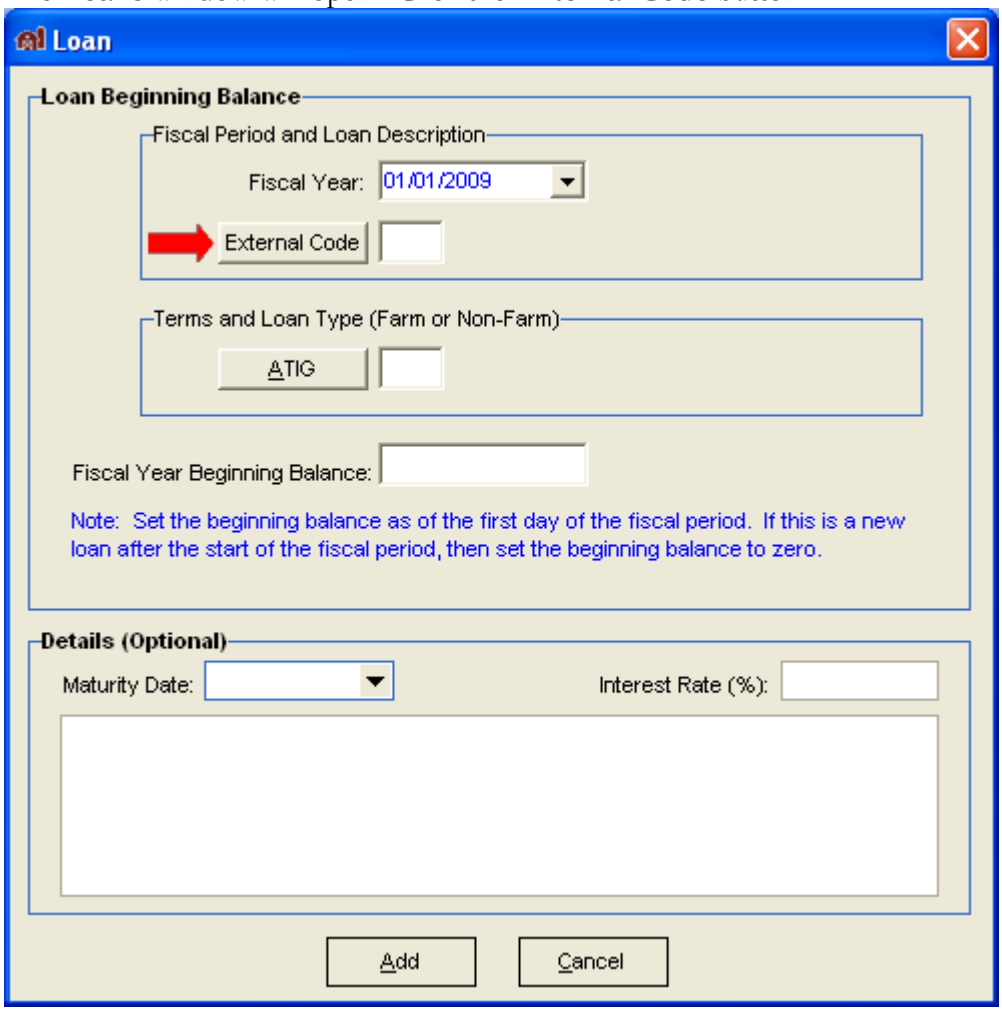
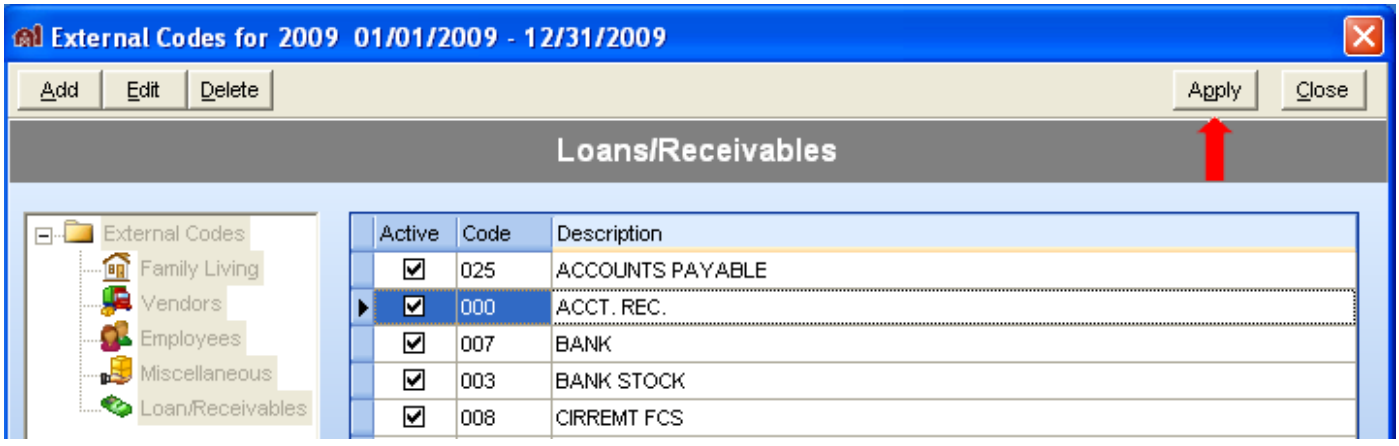
3) The **Loans** window will open. Click the **External Code** button.


Loan
Loan Beginning Balance
Fiscal Period and Loan Description
Fiscal Year:
01/01/2009
External Code
Terms and Loan Type (Farm or Non-Farm)
ATIG
Fiscal Year Beginning Balance:
Note: Set the beginning balance as of the first day of the fiscal period. If this is a new loan after the start of the fiscal period, then set the beginning balance to zero.
Details (Optional)
Maturity Date:
Interest Rate (%):
Add
Cancel

4) When the **Loans/Receivable** window opens, you will see a list of unique External Codes used to identify your loans. Click an external code in the list, and then click **Apply**.



If you want to use an external code not shown in the list, click the **Add** button (or **Alt-A**). When the **Add - Loan/Receivable** window appears, enter a **Description** (i.e., "John Deere Tractor") for the code. To save the new code, click the **Add** button (or **Alt-A**). Click the **Close** button (or **Alt-C**) to return to the external code list. The new external code will appear in the list, and can be applied to the loan as outlined above.

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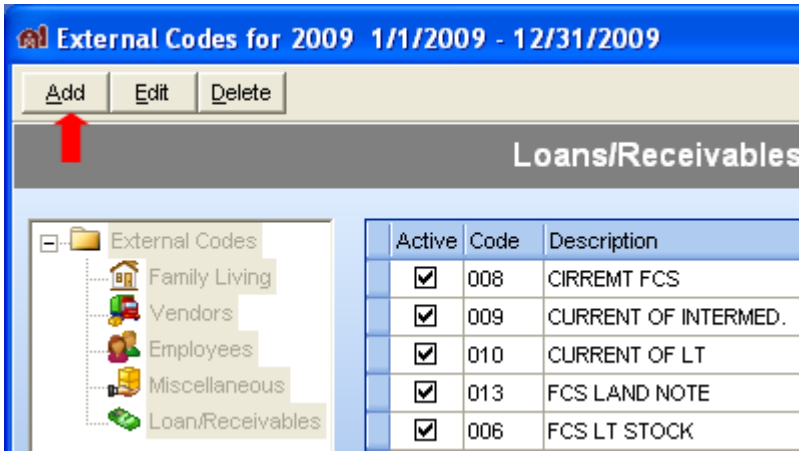

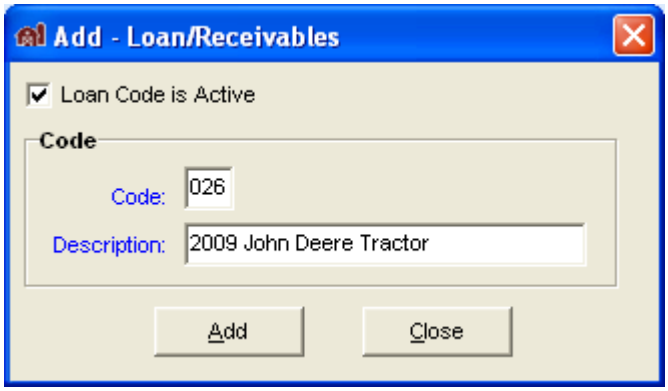

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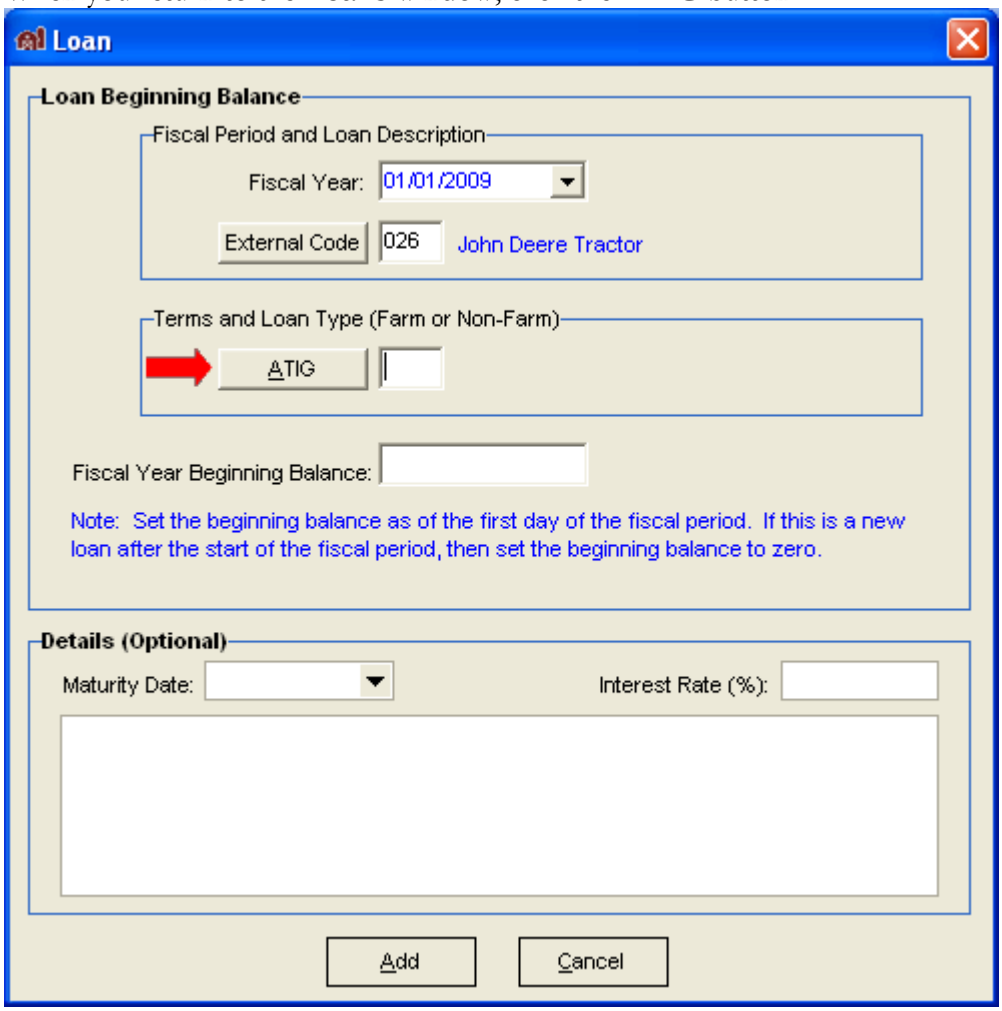
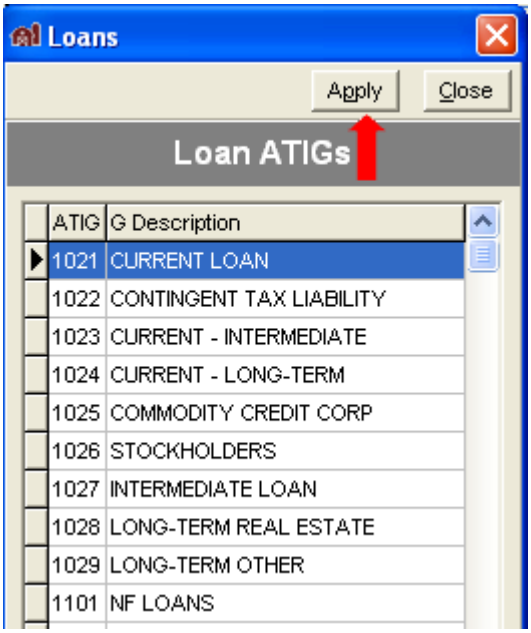
5) When you return to the **Loans** window, click the **ATIG** button.


Loan
Loan Beginning Balance
Fiscal Period and Loan Description
Fiscal Year:
01/01/2009
External Code
026
John Deere Tractor
Terms and Loan Type (Farm or Non-Farm)
ATIG
Fiscal Year Beginning Balance:
Note: Set the beginning balance as of the first day of the fiscal period. If this is a new loan after the start of the fiscal period, then set the beginning balance to zero.
Details (Optional)
Maturity Date:
Interest Rate (%):
Add
Cancel

6) The **Loan ATIGs** window will open. Select the loan type and then click **Apply**.



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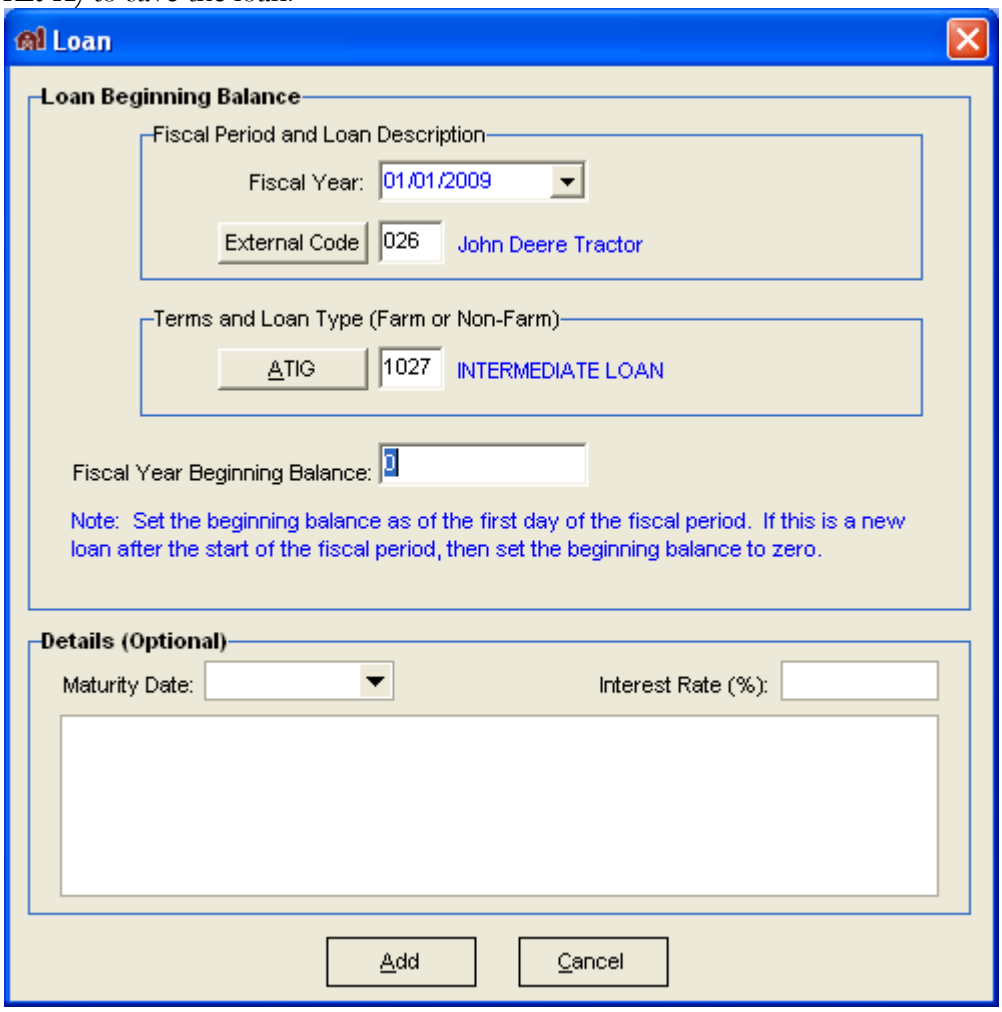
7) Finally, enter the loan beginning amount as of the first day of the fiscal year, then click the **Add** button (or **Alt-A**) to save the loan.



Please note, if the loan was received any time after the first day of the fiscal year, you must enter "0" for the Beginning Balance. You can then enter the amount received by creating a record of the Deposit on date of receipt.

On the other hand, if you are entering a loan which has a balance to be carried forward from the previous year, enter that amount

You may enter optional details about the loan such as maturity date, interest rates, and a note. These values are only displayed in this window for your information.

Click Add to save your loan information.

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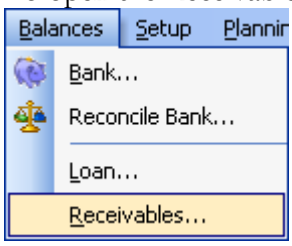
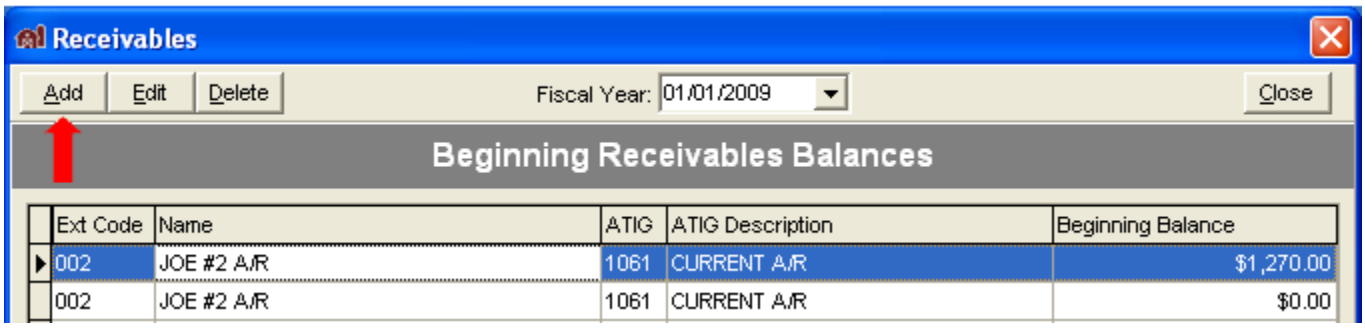
Receivables Balances

Enter individual receivables with a beginning balance and use an external code to identify each receivable.

1) To open the Receivable Balances window, click **Balances: Receivables**.



2) Click the **Add** button to enter a new receivable.



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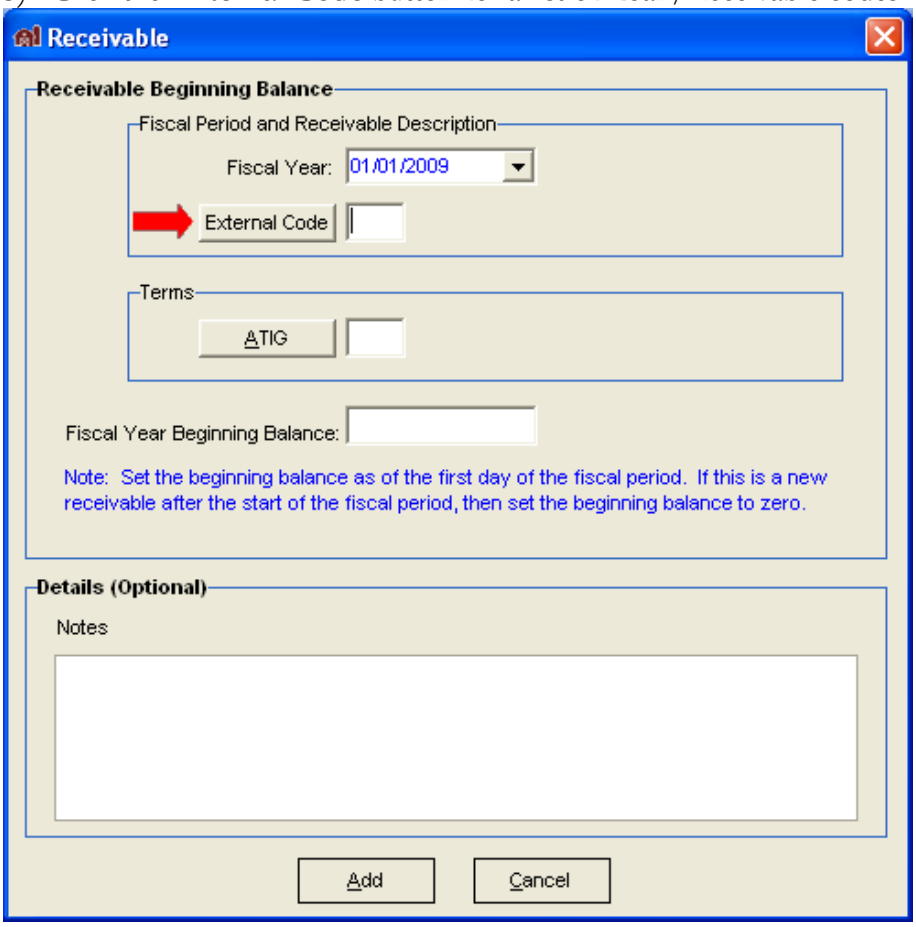
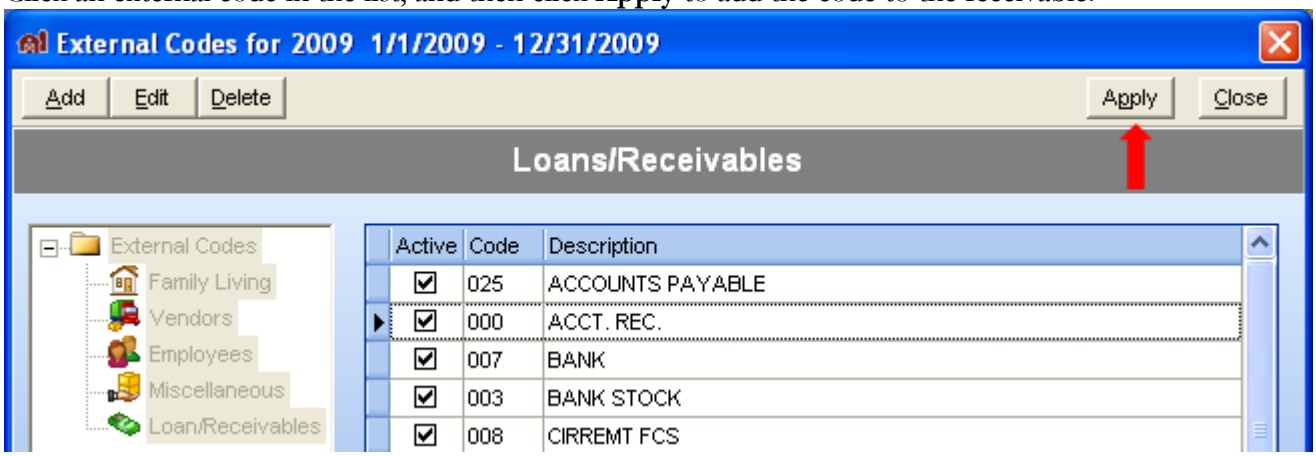
3) Click the **External Code** button for a list of Loan/Receivable codes.


Receivable
Receivable Beginning Balance
Fiscal Period and Receivable Description
Fiscal Year: 01/01/2009
External Code
Terms
ATIG
Fiscal Year Beginning Balance:
Note: Set the beginning balance as of the first day of the fiscal period. If this is a new receivable after the start of the fiscal period, then set the beginning balance to zero.
Details (Optional)
Notes
Add
Cancel

4) Click an external code in the list, and then click **Apply** to add the code to the receivable.



If you want to use an external code not shown in the list, you can add it when the external code window is open. Click the **Add** button in the external code window and enter the code number and Description. Click the **Add** button again to save the new code. Click the **Close** button to return to the external code list. The new external code will appear in the list, and can be applied to the receivable as outlined above.

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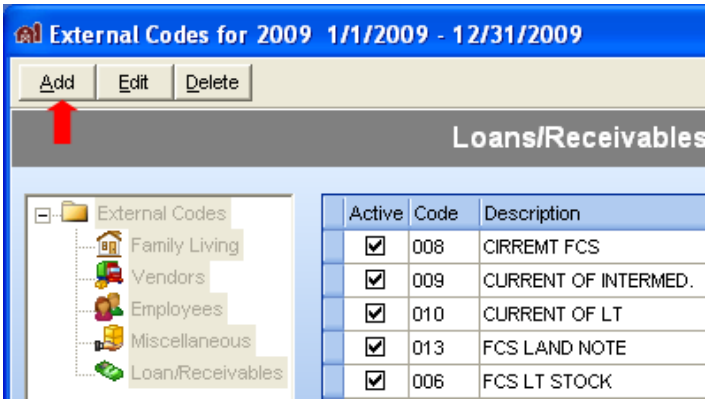
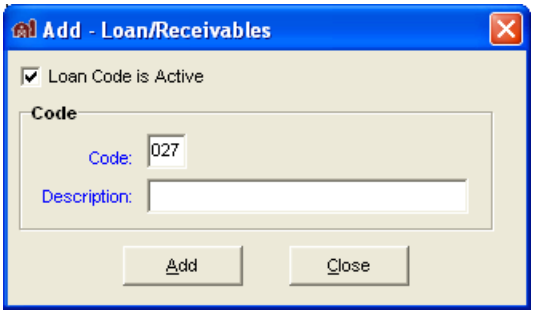
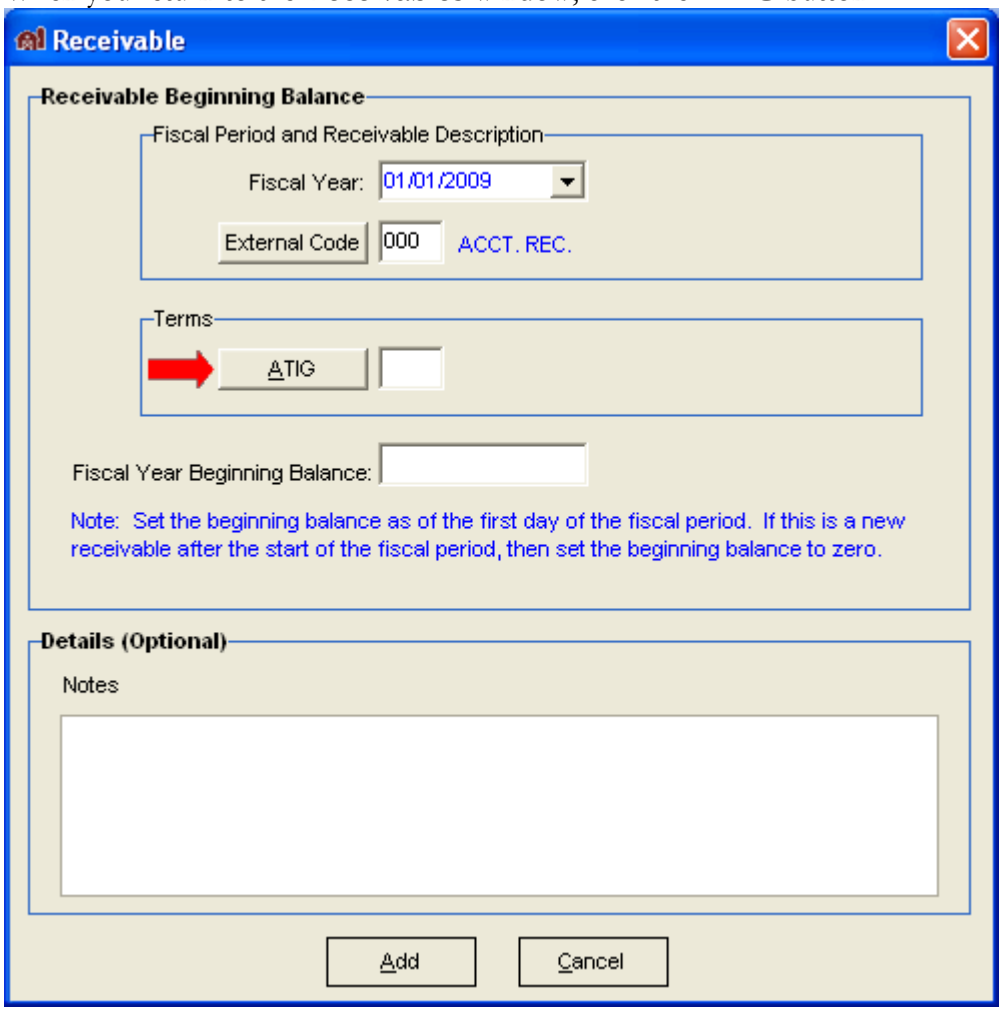




5) When you return to the **Receivables** window, click the **ATIG** button.



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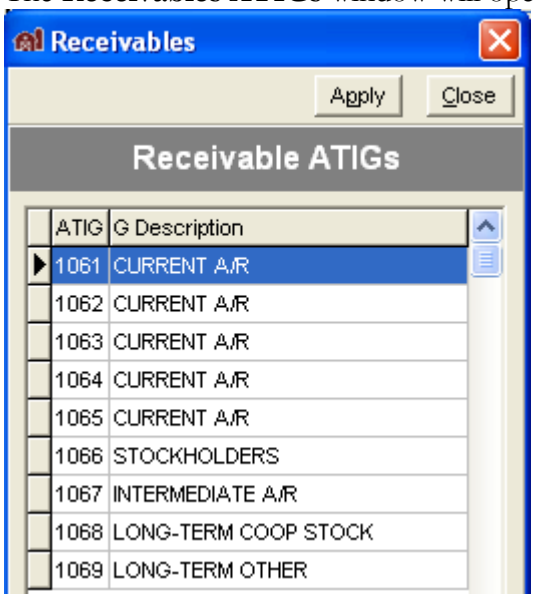
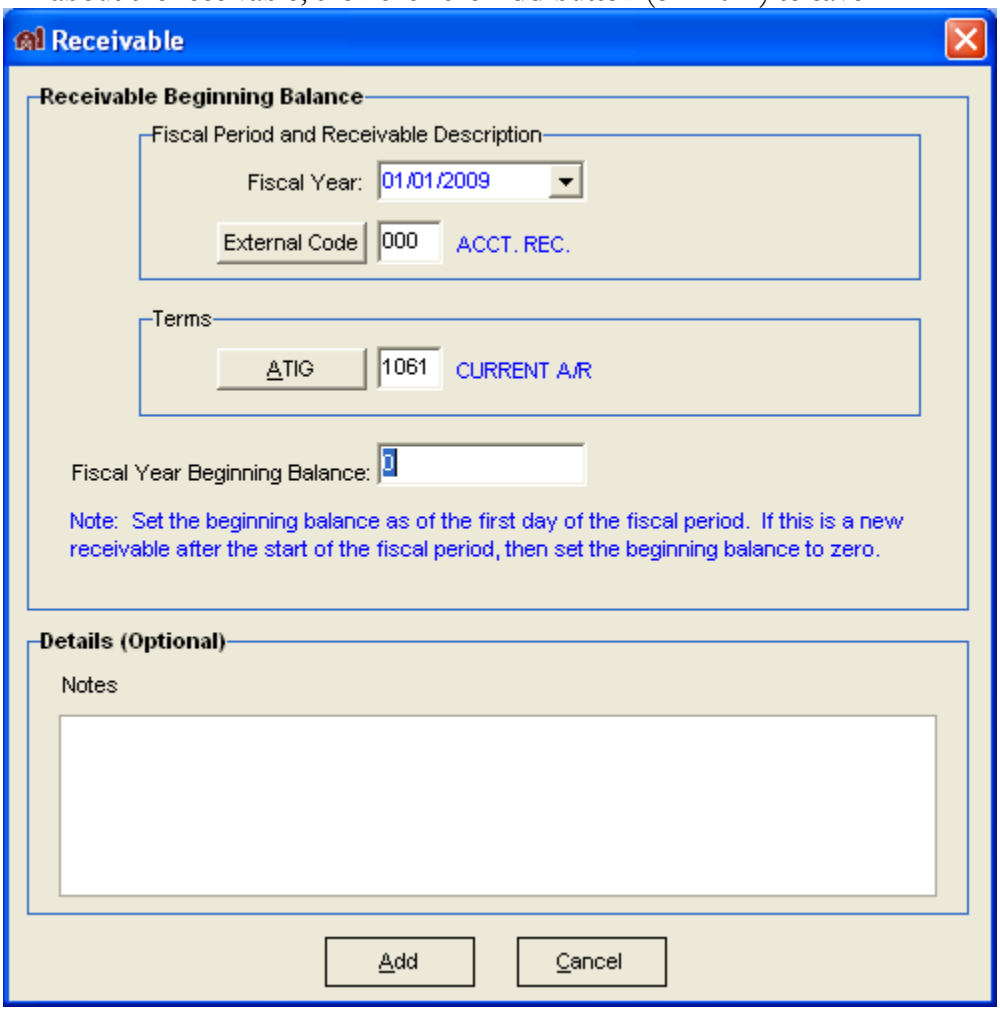
6) The **Receivables ATIGs** window will open. Select the receivable type and click **Apply**.



7) Finally, enter the receivable beginning amount as of the first day of the fiscal year and any optional notes about the receivable, then click the **Add** button (or **Alt-A**) to save.


Receivable
Receivable Beginning Balance
Fiscal Period and Receivable Description
Fiscal Year: 01/01/2009
External Code 000 ACCT. REC.
Terms
ATIG 1061 CURRENT A/R
Fiscal Year Beginning Balance: 0
Note: Set the beginning balance as of the first day of the fiscal period. If this is a new receivable after the start of the fiscal period, then set the beginning balance to zero.
Details (Optional)
Notes
Add
Cancel

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Please note if the receivable was established any time after the first day of the fiscal year, you must enter "0" for the Beginning Balance.

On the other hand, if you are entering a receivable which has a balance to be carried forward from the previous year, enter that amount and then click Add.

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Section 7: Codes

ATI-ATIGD Code (Account Codes) Structure

Active	ATI	G	G Description	D
☑	041	1	WAGES	0
☑	041	2	SOCIAL SECURITY TAX	0
☑	041	3	MEDICARE TAX	0

A Code

The first digit of the ATIGD code, the A code classifies a transaction by cash, inventory, loan etc. See the A code descriptions below:

0 – Cash – Cash income and expenses

1 – Charged – Receiving Loans/Accounts payable and payment of receivables. If is inventory, then it is accrued income/expense.

2 – Payment – Paying loan/accounts payable and receiving of receivables

4 – Enterprise allocations – Allocation of income and expenses to enterprises

5 – Inventory of livestock, crops, supplies, machinery, land, etc. – Beginning and ending inventories.

7 – Livestock births

8 – Livestock weanings

9 – Wage withholdings, livestock deaths, and special items.

The account code of "0" is used with all cash income and expense entries, while the account codes of "1" and "2" are used for receiving and paying loans and accounts receivable. Account code "9" is used with wage withholdings. The program sets the other Account codes.

TI code

The next two digits of the ATIGD code, the TI code classifies all transactions by categories.

G code

The G code is the fourth digit of the ATIGD code, and it describes in more detail the TI code. ATI codes are fixed, but you can add additional G codes.

D code

The D code is the fifth digit of the ATIGD and is used further classify the income or expense for a given G Code. The D code is only allowed for 041 Labor Hired, Non-Farm Income, and Non-Farm Expense account codes.

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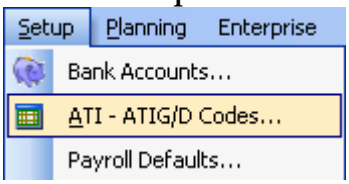
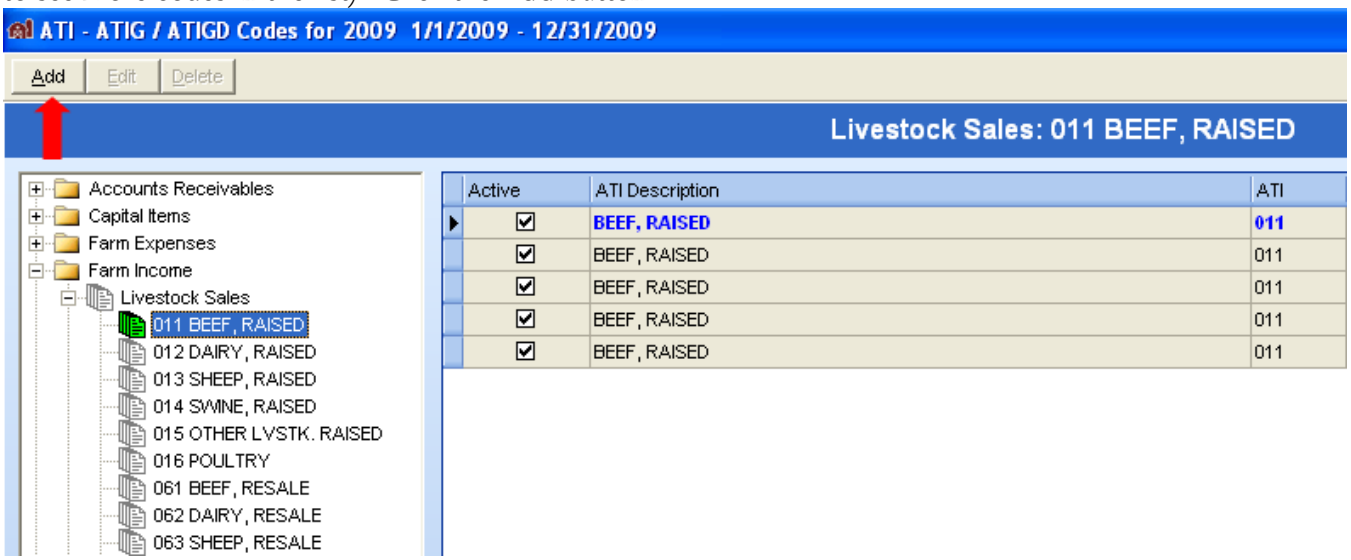
ATI-ATIG/D Codes

Add, change or select ATIGD codes. ATIGD equals Account, Transaction Item, General & Detail.

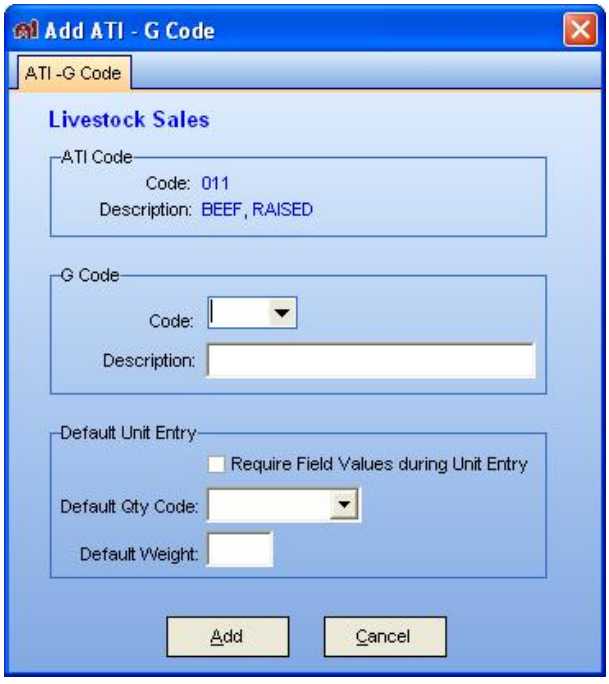
1) Click on **Setup: ATI – ATIG/D Codes**.



2) To add additional G codes click an ATI code in the code list (click on codes that have a plus (+) to the left to see more codes in the list). Click the **Add** button.



3) When the **Add ATI - G Code** window opens, choose a code between 1 and 9, and then add a description. Click the **Add** button to save the new code or **Cancel** to discard changes.



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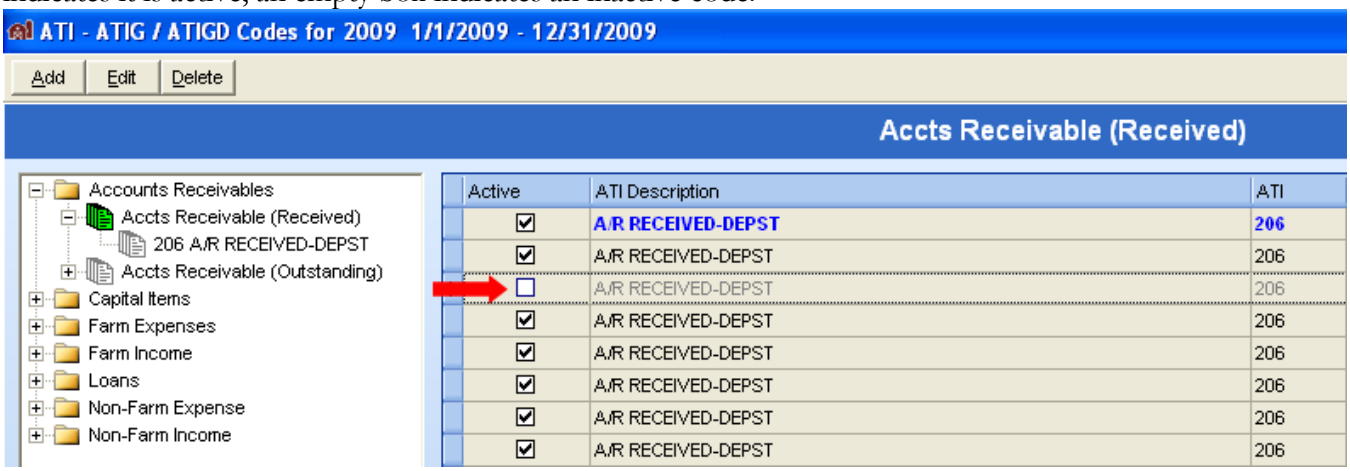
Activate and De-activate ATIG/D Codes

In order to make the code selection lists in the program smaller, you can de-activate ATIG codes. To make an ATIG code inactive, click the check box beside the code in the list to remove the check mark. The check mark indicates it is active, an empty box indicates an inactive code.



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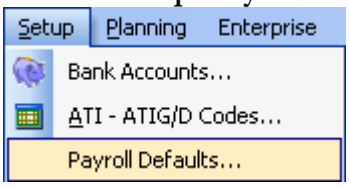
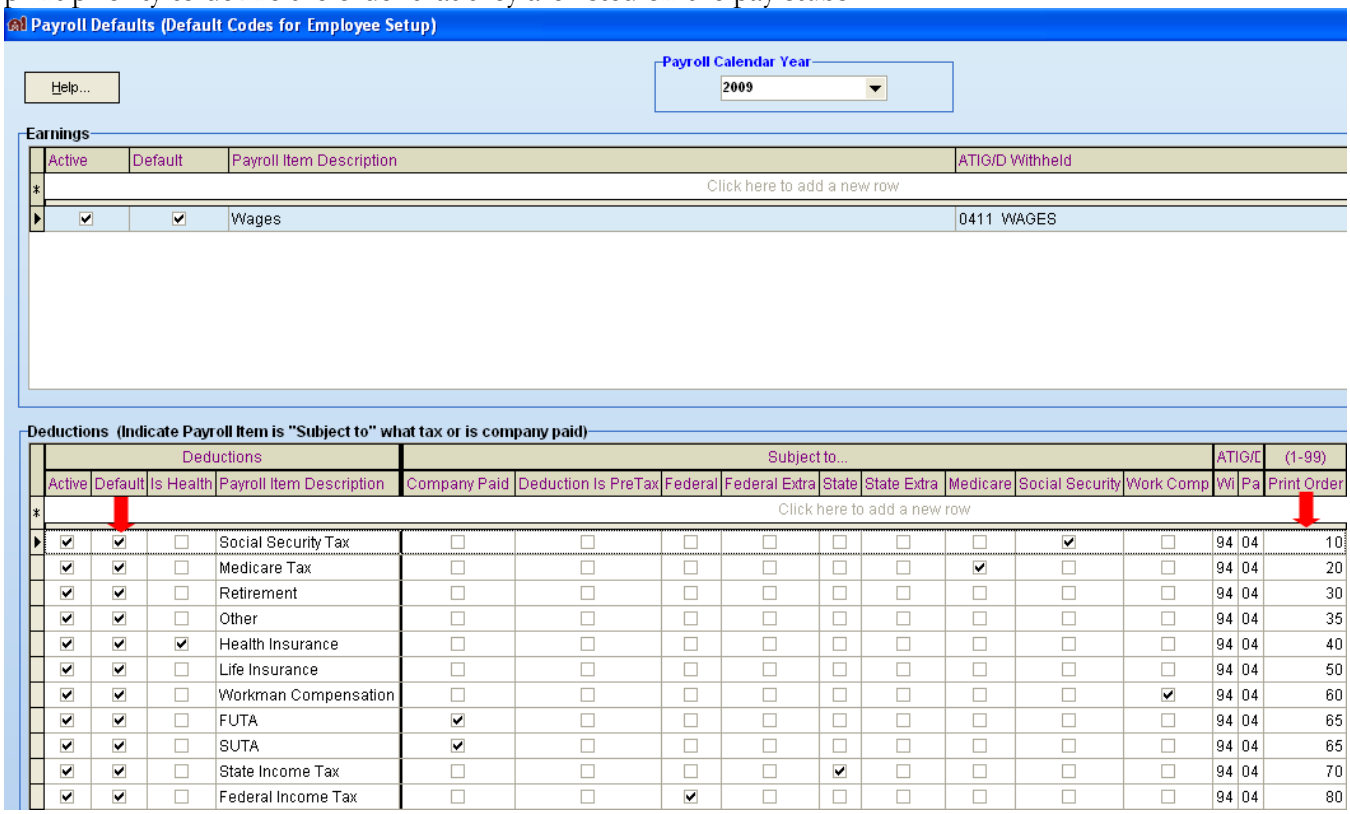
Payroll Defaults

Create user definable descriptions for multiple earnings and deductions lists for the calendar year.

1) Click on **Setup: Payroll Defaults**



2) Set the default codes indicator to quickly setup earnings and deductions used for all employees. Set the print priority to define the order that they are listed on the pay stubs.



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External Codes

Three digit codes used in addition to the ATIG code to further identify transactions. The main categories of External codes are **Family Living**, **Vendor**, **Employee**, **Miscellaneous** and **Loan/Receivables**.

Family Living - Can only be used with family living ATIG codes. Use these codes to identify expenses or income for individuals in the family.

Vendor - Used when writing a **check**. Enter the vendor's address here so it will print on the check.

Employees - Used when writing a **paycheck**. Enter the employee address, withholding and salary information. All employee information must be entered here to correctly enter a paycheck.

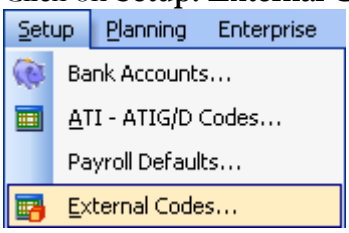
- Easily create earnings and deductions description lists per calendar year based on active and default indicators setup in payroll defaults. Multiple wage lines can be created. Designate deductions as company paid. Set deduction extra withholds amounts along with limits. Also, activate and deactivate lines to include or exclude line detail within paycheck entry.
- Sick and vacation tracking. Tracking Method can be tracked as Paid Days Off (PDO), Sick and Vacation time, or Not Tracking.

Miscellaneous - Used to further identify other expenses, such as landlord expenses and income.

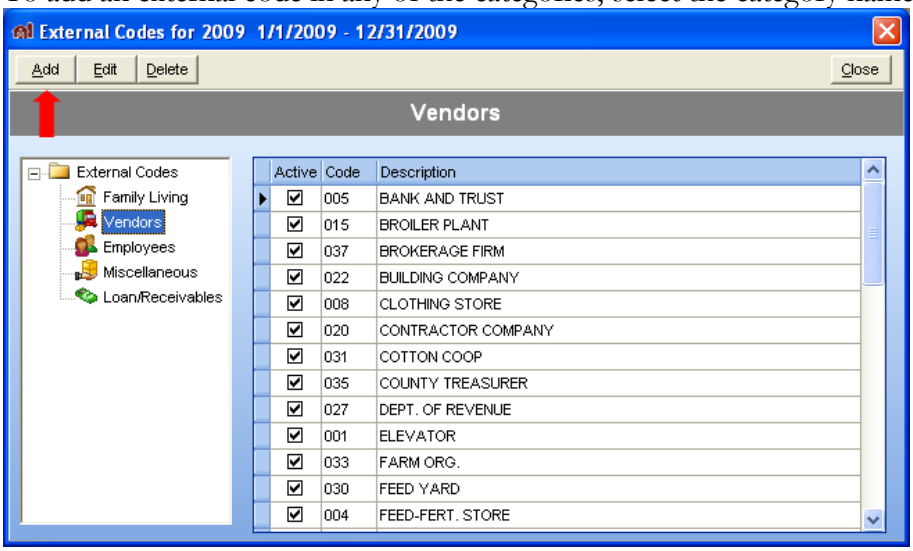
Loan/Receivable - Used to identify individual loans, and the payments on those loans.

To create a new External Code:

1) Click on **Setup: External Codes**



2) To add an external code in any of the categories, select the category name and click **Add**.



3) Fill out the information in the screen and then click the **Add** button to save the new code.

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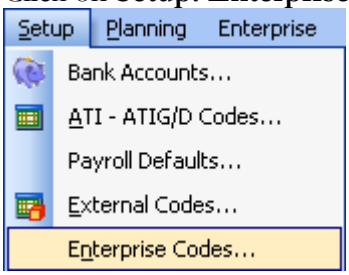
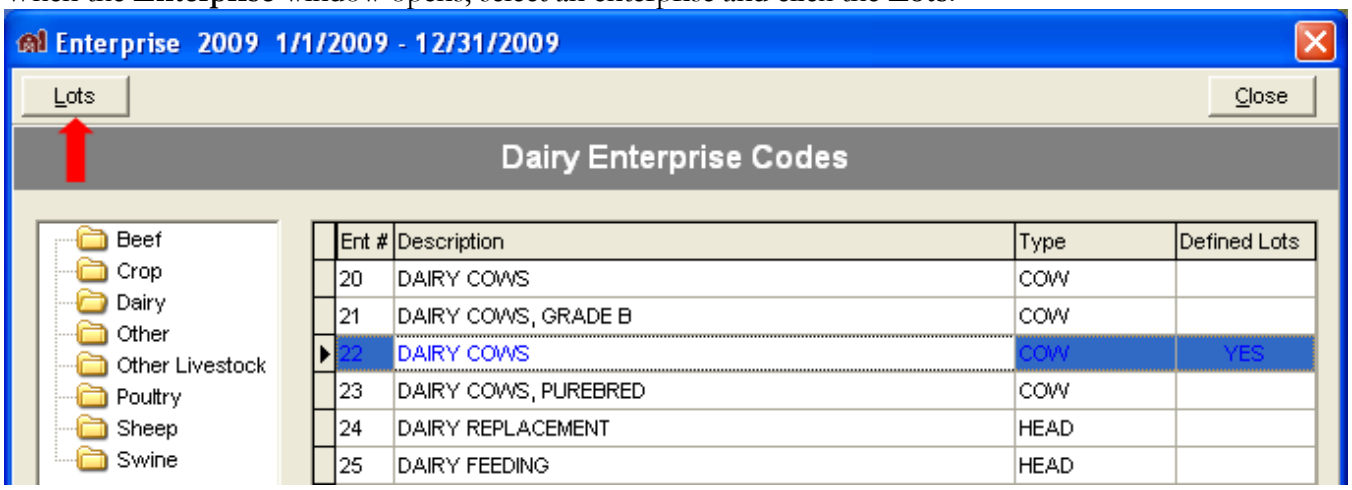
Enterprise Codes

Use this feature to analyze crop and livestock production costs.

1) Click on **Setup: Enterprise Codes**.



2) When the **Enterprise** window opens, select an enterprise and click the **Lots**.



3) When the **Enterprise - Lots** window opens, click the **Add** button.

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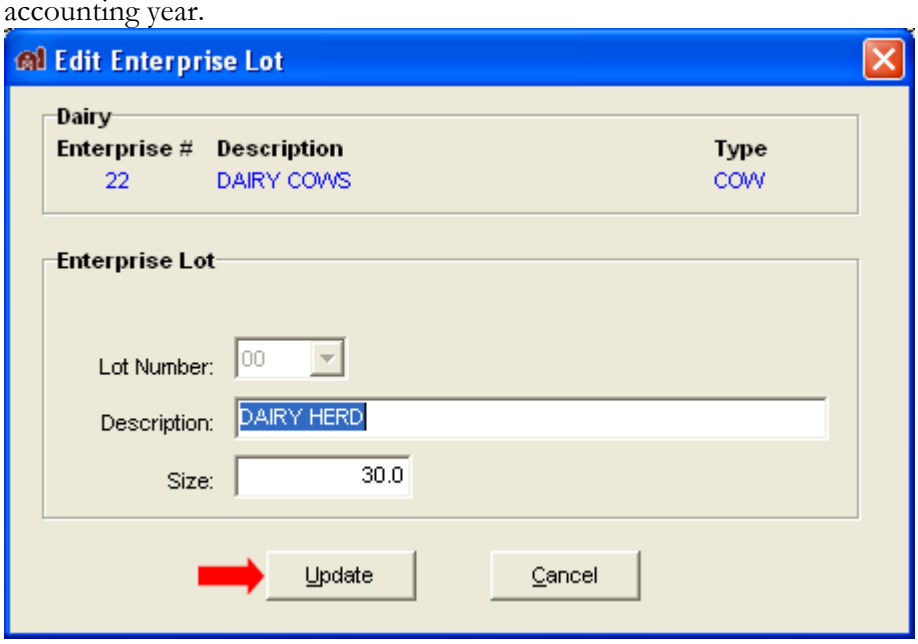
4) Set up enterprise/Lot codes with a meaningful enterprise description, as well as the enterprise size which will be used for the per unit analysis. Your description is especially important when using the same enterprise number with different Lot Numbers. The enterprise size value depends on the type of enterprise, such as litters for swine farrowing and acres for crops. This size value can be changed during the accounting year.



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Section 8: Taxes

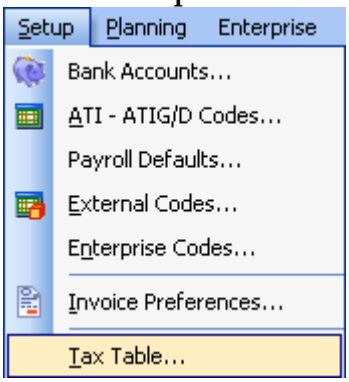
Tax Table

The tax table is used to calculate federal and state income tax withholding for payroll. The tax brackets can be edited whenever these amounts change. This table also contains the following percentages:

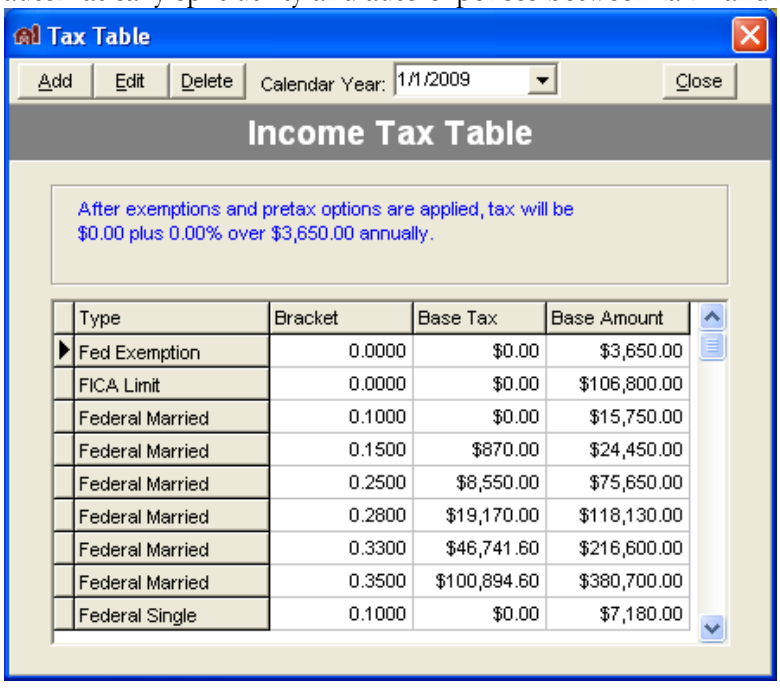
- Farm Auto
- Farm Utility
- FUTA
- Kansas Employer Contribution
- FICA Upper Limit
- S.S. Report
- Medicare Report

To access the Tax Table:

1) Click on **Setup: Tax Table**



2) Enter farm auto and farm utility percentages in this table. See preferences for instructions on how to automatically split utility and auto expenses between farm and non-farm when entering checks.



Type	Bracket	Base Tax	Base Amount
Fed Exemption	0.0000	$0.00	$3,650.00
FICA Limit	0.0000	$0.00	$106,800.00
Federal Married	0.1000	$0.00	$15,750.00
Federal Married	0.1500	$870.00	$24,450.00
Federal Married	0.2500	$8,550.00	$75,650.00
Federal Married	0.2800	$19,170.00	$118,130.00
Federal Married	0.3300	$46,741.60	$216,600.00
Federal Married	0.3500	$100,894.60	$380,700.00
Federal Single	0.1000	$0.00	$7,180.00

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- **Farm Auto %** - The percentage of the ATI code 008 (undivided auto expense), which will be used for the farm expense. The remaining dollars will be allocated to non-farm expense.

- **Farm Utility %** - The percentage of the ATI code 007 (undivided Utilities), which will be used for the farm expense. The remaining dollars will be allocated to non-farm expense.

Call SANDERS SOFTWARE CONSULTING, INC. (785) 865-5111 Support before making changes to the other tax categories.

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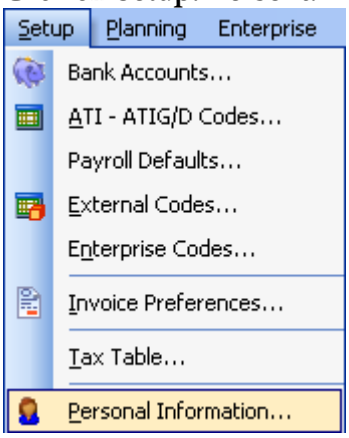
Section 9: Personal Information

To review and edit your Personal Information, follow these steps:

Click on **Setup: Personal Information**.



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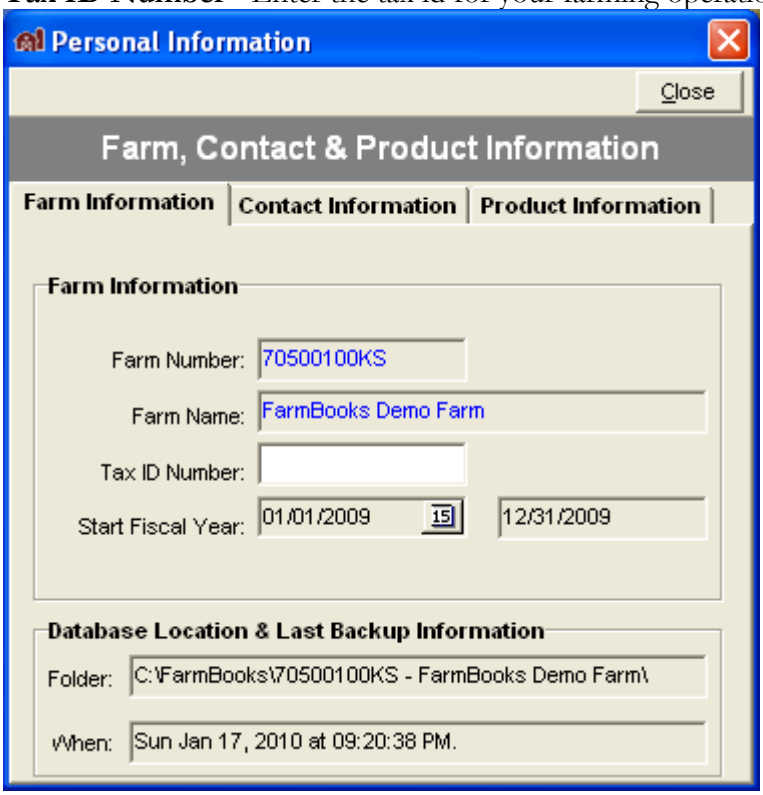
Farm Information Tab

Update the following fields in this window:

- **Tax ID Number** - Enter the tax id for your farming operation



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Contact Information Tab

Update Name, Address, Phone and e-mail address information.

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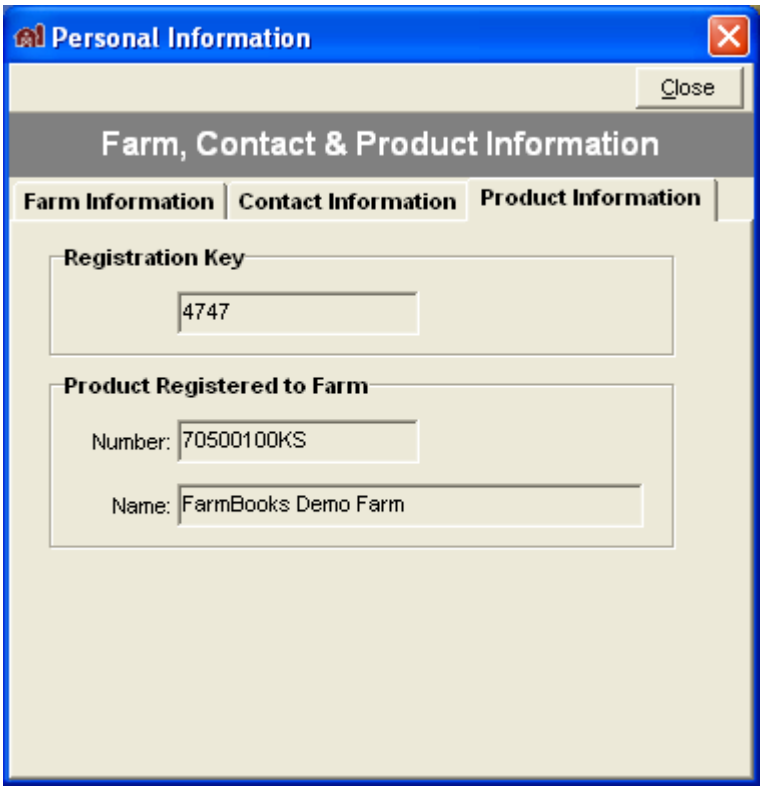
Product Information Tab

View this farms registration number, farm number and farm name. Editing this information is not allowed in the window.



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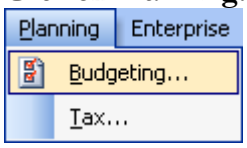
Section 10: Planning

This selection has two sections, budgeting and tax. **Budget Planning** values are used with the Flow of Funds and Projected Cash Flow Reports. **Tax Planning** values are used with the Income Statement, Schedule F and Net Taxable Income Reports.

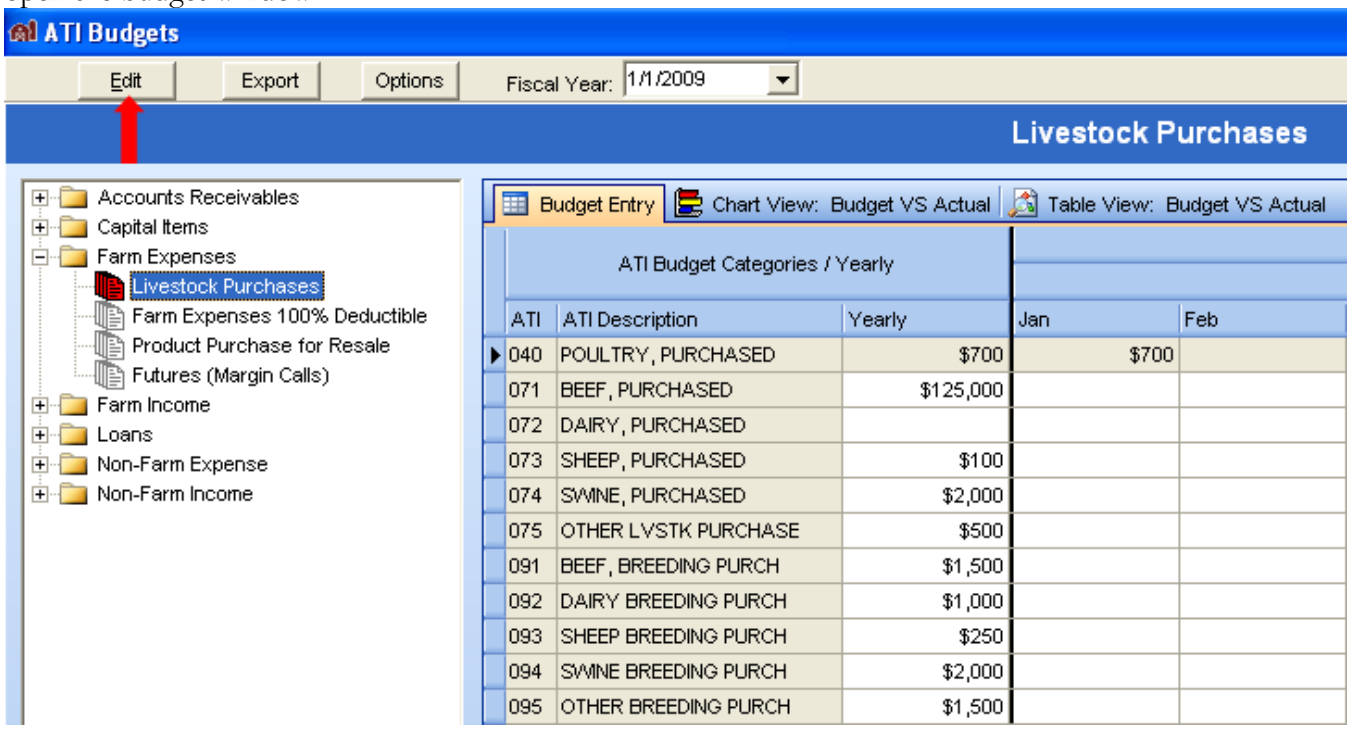
Budgeting

Budget Planning values are used with the Flow of Funds and Projected Cash Flow Reports.

1) Click on **Planning: Budgeting**



2) Click on an ATI category to open the list, and then select a code from the list. Click the **Edit** button to open the budget window.


ATI Budgets
Edit
Export
Options
Fiscal Year: 1/1/2009
Livestock Purchases
Accounts Receivables
Capital Items
Farm Expenses
Livestock Purchases
Farm Expenses 100% Deductible
Product Purchase for Resale
Futures (Margin Calls)
Farm Income
Loans
Non-Farm Expense
Non-Farm Income
Budget Entry
Chart View: Budget VS Actual
Table View: Budget VS Actual
ATI Budget Categories / Yearly
ATI | ATI Description | Yearly | Jan | Feb
040 | POULTRY, PURCHASED | $700 | $700
071 | BEEF, PURCHASED | $125,000
072 | DAIRY, PURCHASED
073 | SHEEP, PURCHASED | $100
074 | SWINE, PURCHASED | $2,000
075 | OTHER LVSTK PURCHASE | $500
091 | BEEF, BREEDING PURCH | $1,500
092 | DAIRY BREEDING PURCH | $1,000
093 | SHEEP BREEDING PURCH | $250
094 | SWINE BREEDING PURCH | $2,000
095 | OTHER BREEDING PURCH | $1,500

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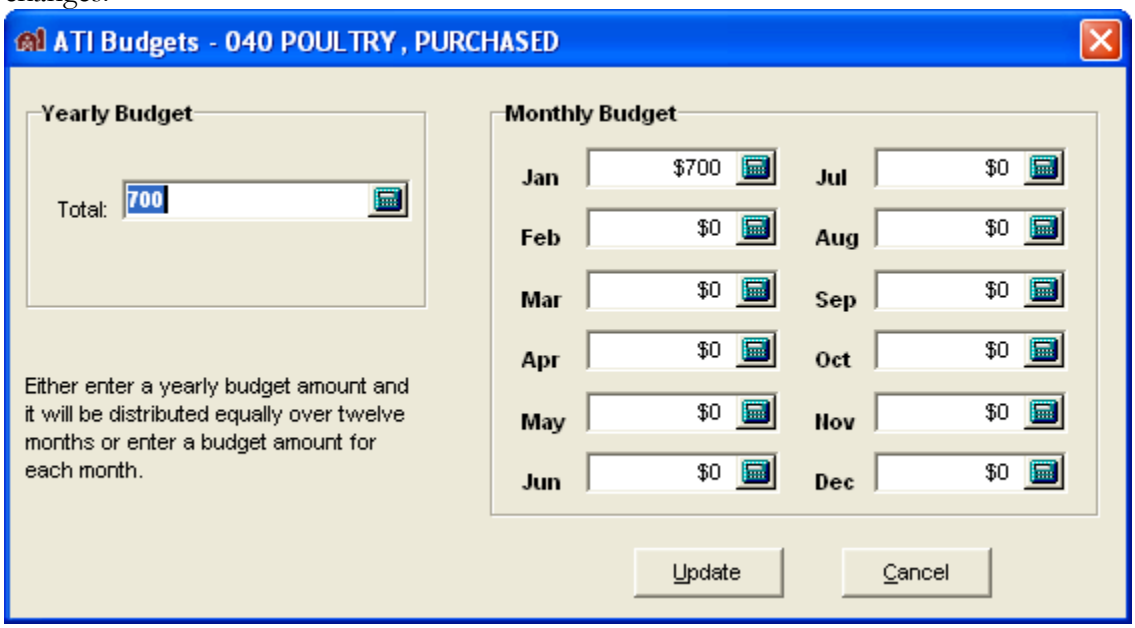
3) Enter a yearly budget amount which will be distributed equally over twelve months or enter a budget amount for each month. Click **Update** to save the budget amounts or **Cancel** to discard the additions or changes.



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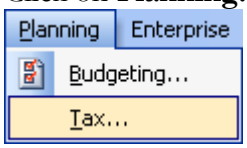
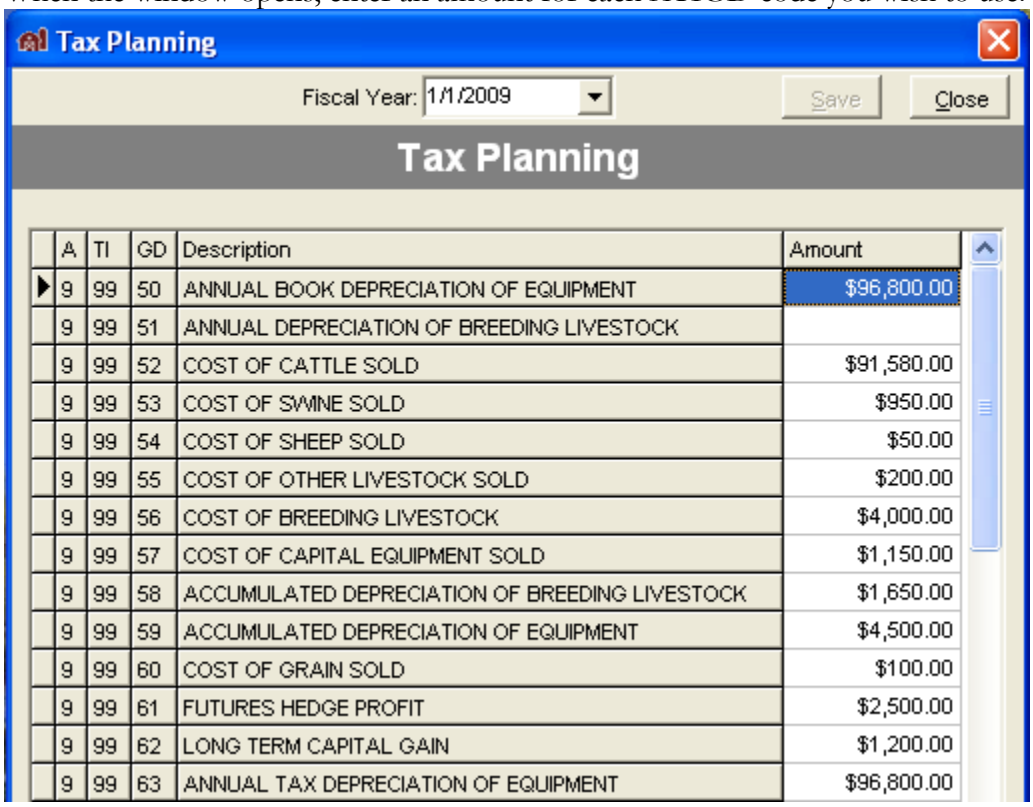
Tax Planning

These values are used with the Income Statement, Schedule F & Net Taxable Income Reports.

1) Click on **Planning: Tax**.



2) When the window opens, enter an amount for each ATIGD code you wish to use.



A	TI	GD	Description	Amount
9	99	50	ANNUAL BOOK DEPRECIATION OF EQUIPMENT	$96,800.00
9	99	51	ANNUAL DEPRECIATION OF BREEDING LIVESTOCK	
9	99	52	COST OF CATTLE SOLD	$91,580.00
9	99	53	COST OF SWINE SOLD	$950.00
9	99	54	COST OF SHEEP SOLD	$50.00
9	99	55	COST OF OTHER LIVESTOCK SOLD	$200.00
9	99	56	COST OF BREEDING LIVESTOCK	$4,000.00
9	99	57	COST OF CAPITAL EQUIPMENT SOLD	$1,150.00
9	99	58	ACCUMULATED DEPRECIATION OF BREEDING LIVESTOCK	$1,650.00
9	99	59	ACCUMULATED DEPRECIATION OF EQUIPMENT	$4,500.00
9	99	60	COST OF GRAIN SOLD	$100.00
9	99	61	FUTURES HEDGE PROFIT	$2,500.00
9	99	62	LONG TERM CAPITAL GAIN	$1,200.00
9	99	63	ANNUAL TAX DEPRECIATION OF EQUIPMENT	$96,800.00

3) Click **Save** when finished and then **Close** to return to the main window.

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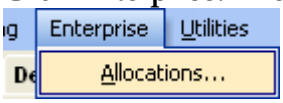
Section 11: Enterprise

The enterprise menu is currently used primarily for enterprise allocation.

Allocations

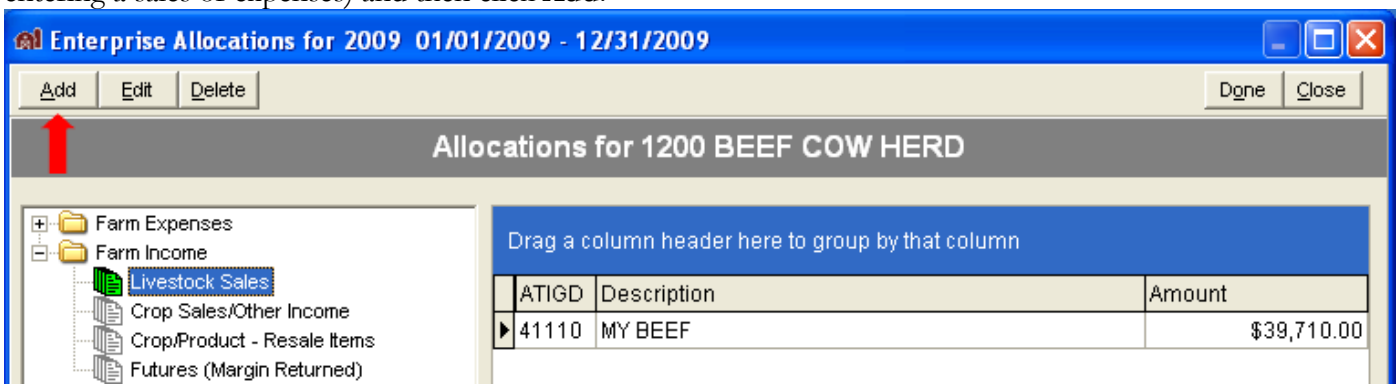
Use this feature to allocate income and expense entries to an enterprise this fiscal year or another accounting year without affecting this year's financial records.

1) Click **Enterprise: Allocations**



2) Select the Enterprise you wish to update and then click the **Allocations** button.

3) When the **Allocations** window opens, drill-down to the selection you want (depending on if you are entering a sales or expenses) and then click **Add**.



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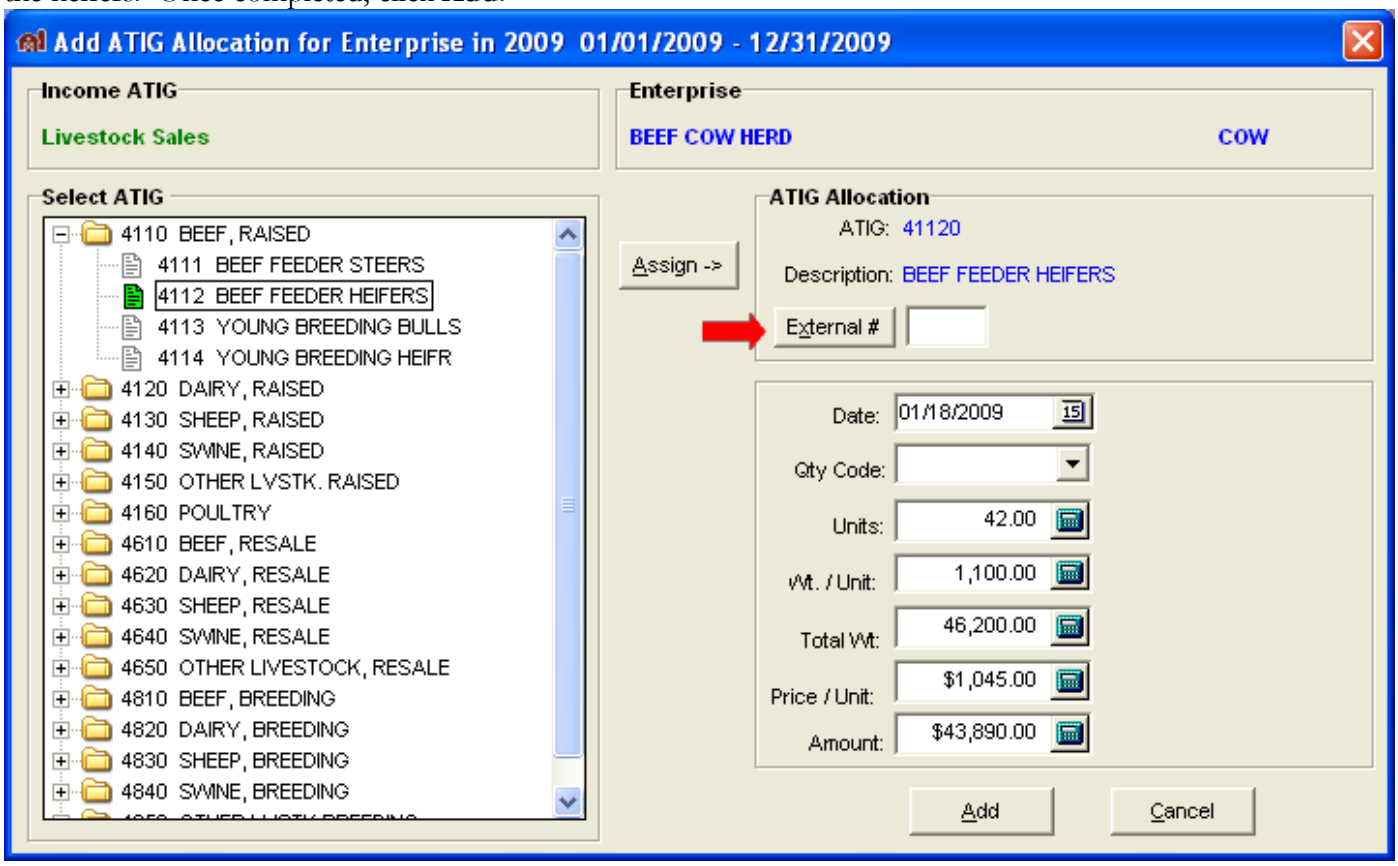
4) When the **Add ATIG Allocation for Enterprise** window opens, select the Qty Code, enter the number of Units, the Weight/Unit and the Price/Unit. If you do not want to keep the ATIG description, then you may select an external code and use that associated description to provide more detail of your own about the heifers. Once completed, click **Add**.



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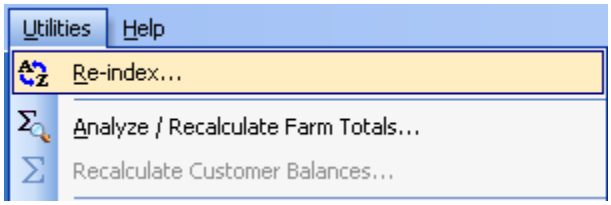
Section 12: Utilities

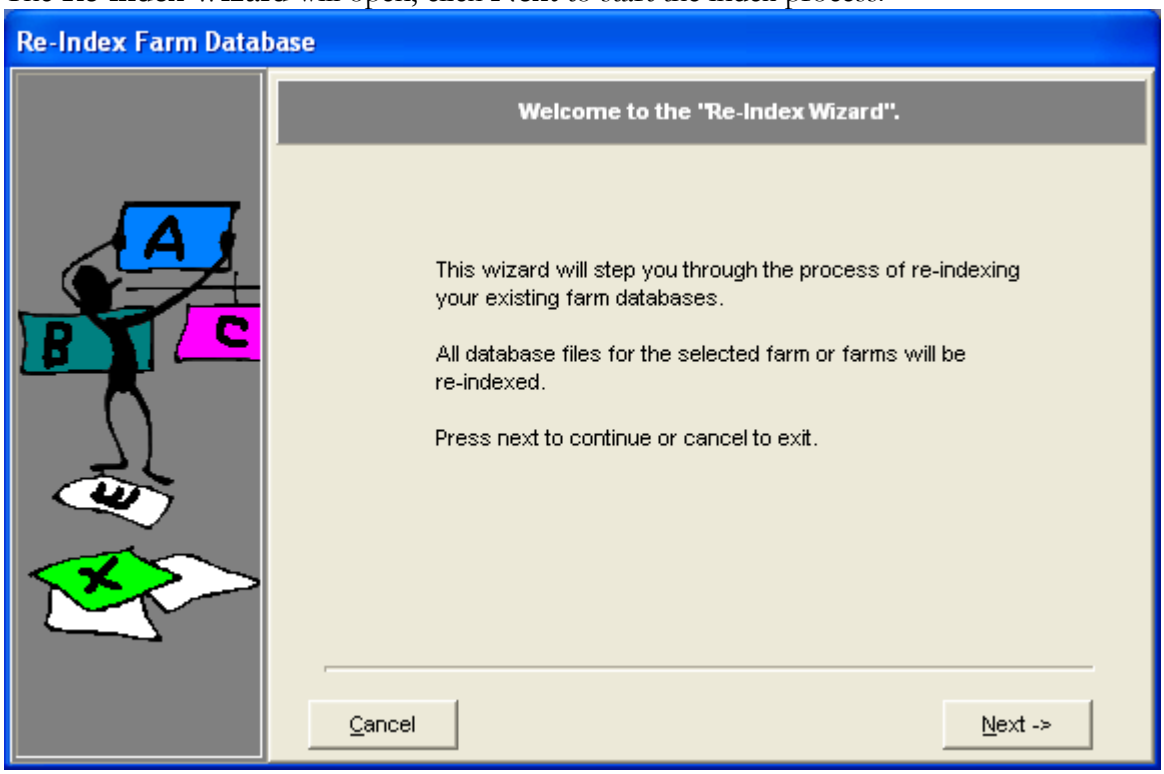
Re-index

The re-index option should only be used if you encounter a database error or are directed by support to correct the error.

1) Click on **Utilities: Re-index**



2) The **Re-index Wizard** will open, click **Next** to start the index process.


Re-Index Farm Database
Welcome to the "Re-Index Wizard".
This wizard will step you through the process of re-indexing your existing farm databases.
All database files for the selected farm or farms will be re-indexed.
Press next to continue or cancel to exit.
Cancel
Next ->
A
B
C
X

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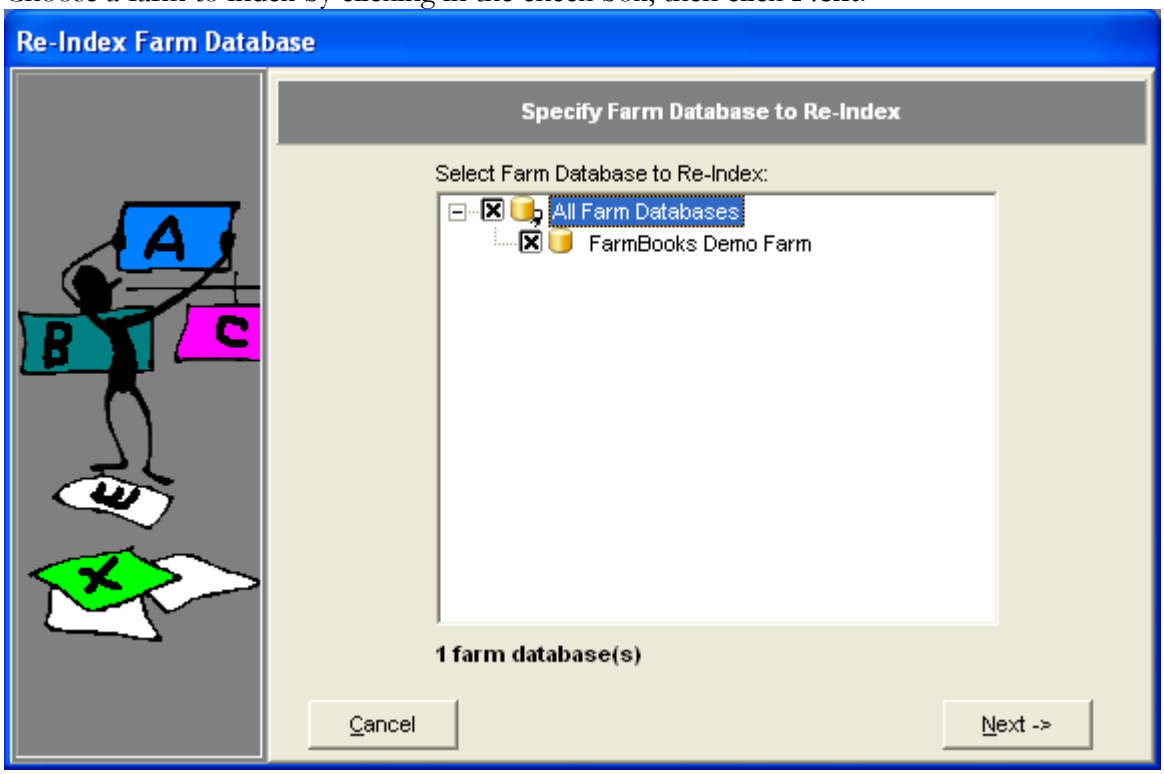
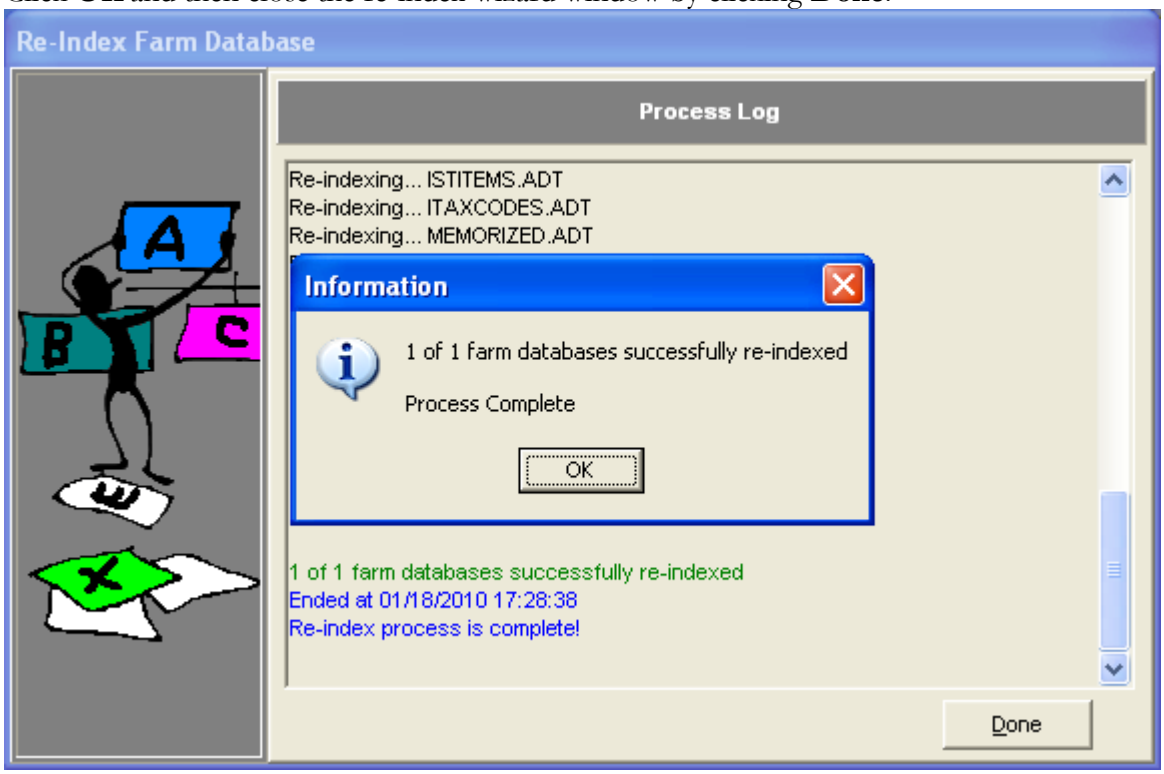
3) Choose a farm to index by clicking in the check box, then click **Next**.



4) Click **OK** and then close the re-index wizard window by clicking **Done**.



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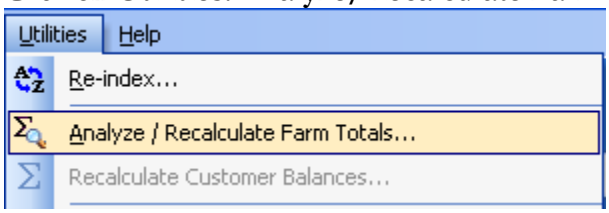
Analyze/Recalculate Farm Totals

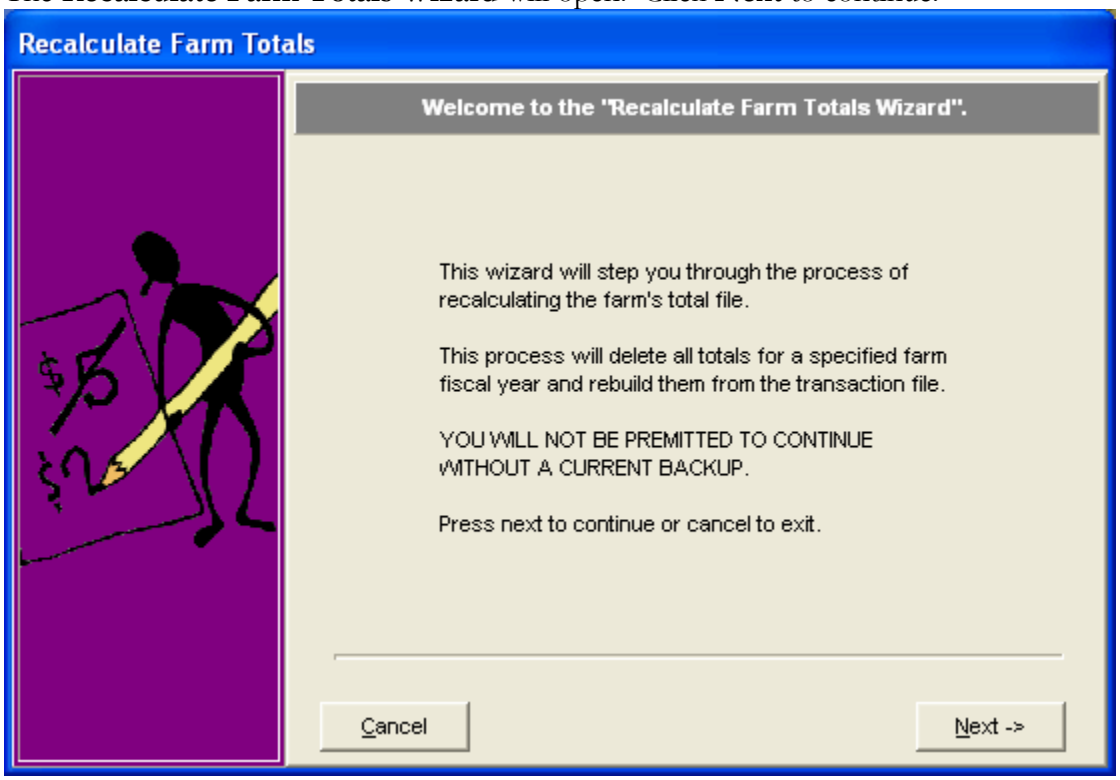
If a database error would occur when recording a transaction, the farm totals file might need to be regenerated from the transaction file.

To determine if the totals file needs to be recalculated, run the analyze option.

1) Click on **Utilities: Analyze/Recalculate Farm Tools**.



2) The **Recalculate Farm Totals Wizard** will open. Click **Next** to continue.


Recalculate Farm Totals
Welcome to the "Recalculate Farm Totals Wizard".
This wizard will step you through the process of recalculating the farm's total file.
This process will delete all totals for a specified farm fiscal year and rebuild them from the transaction file.
YOU WILL NOT BE PREMITTED TO CONTINUE WITHOUT A CURRENT BACKUP.
Press next to continue or cancel to exit.
Cancel
Next ->

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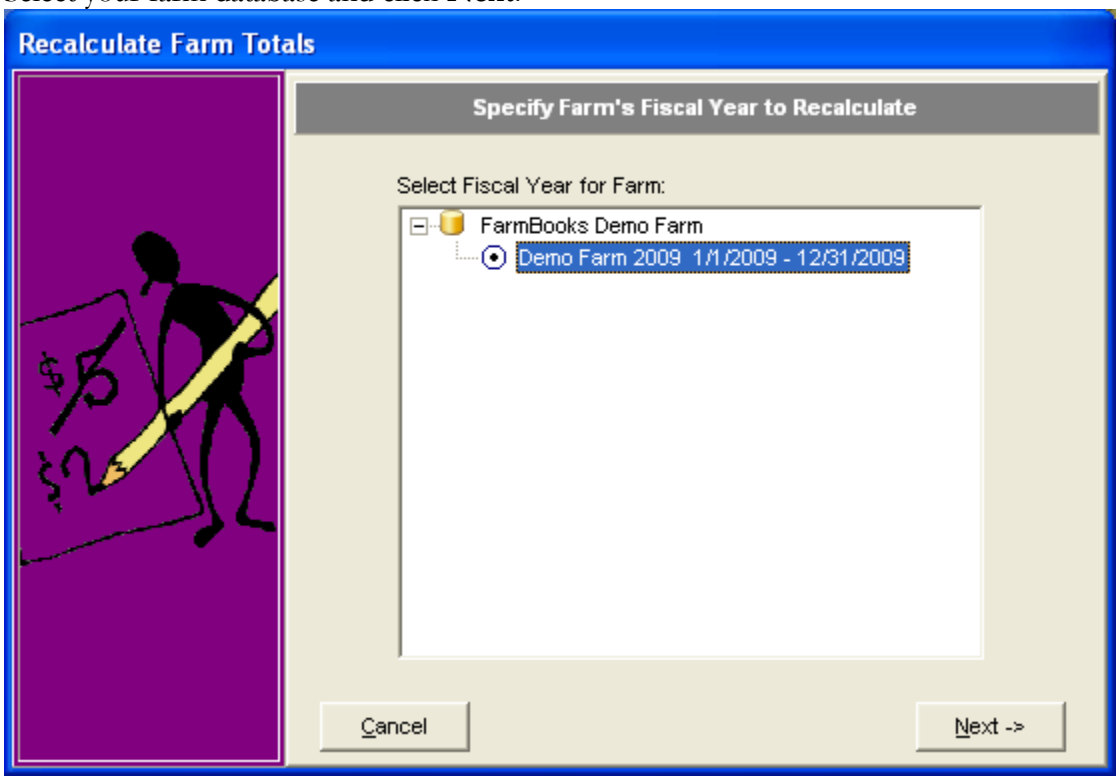
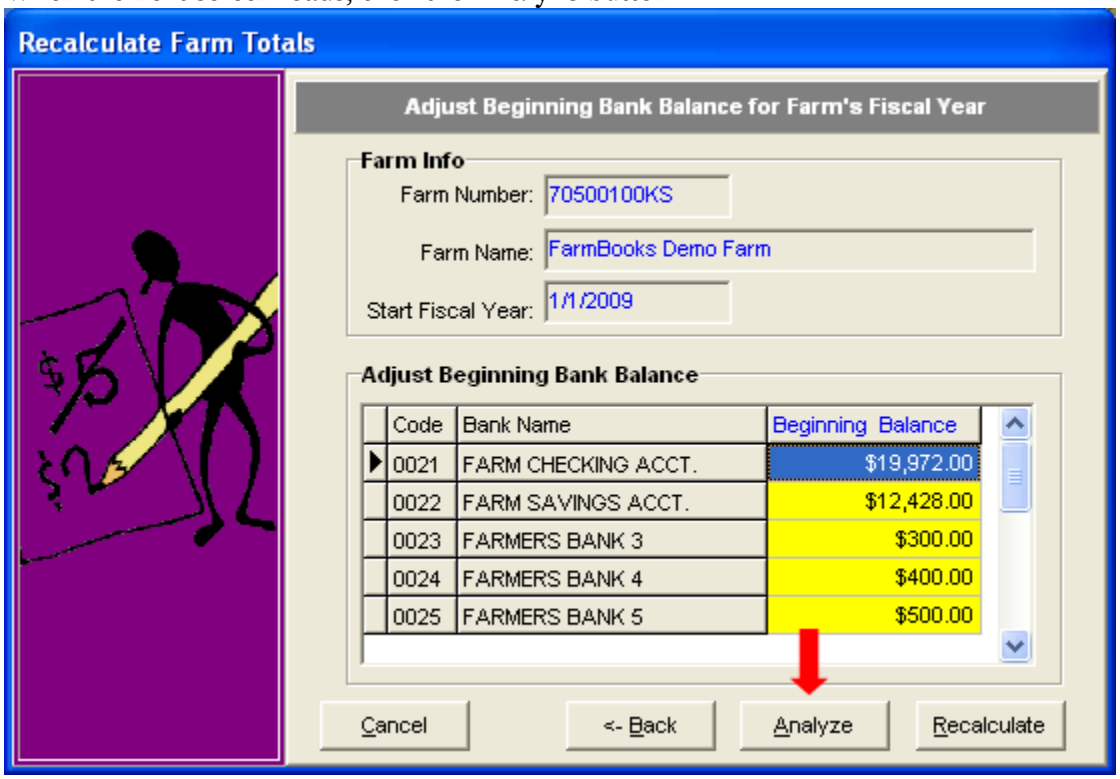
3) Select your farm database and click **Next**.



4) When the next screen loads, click the **Analyze** button.



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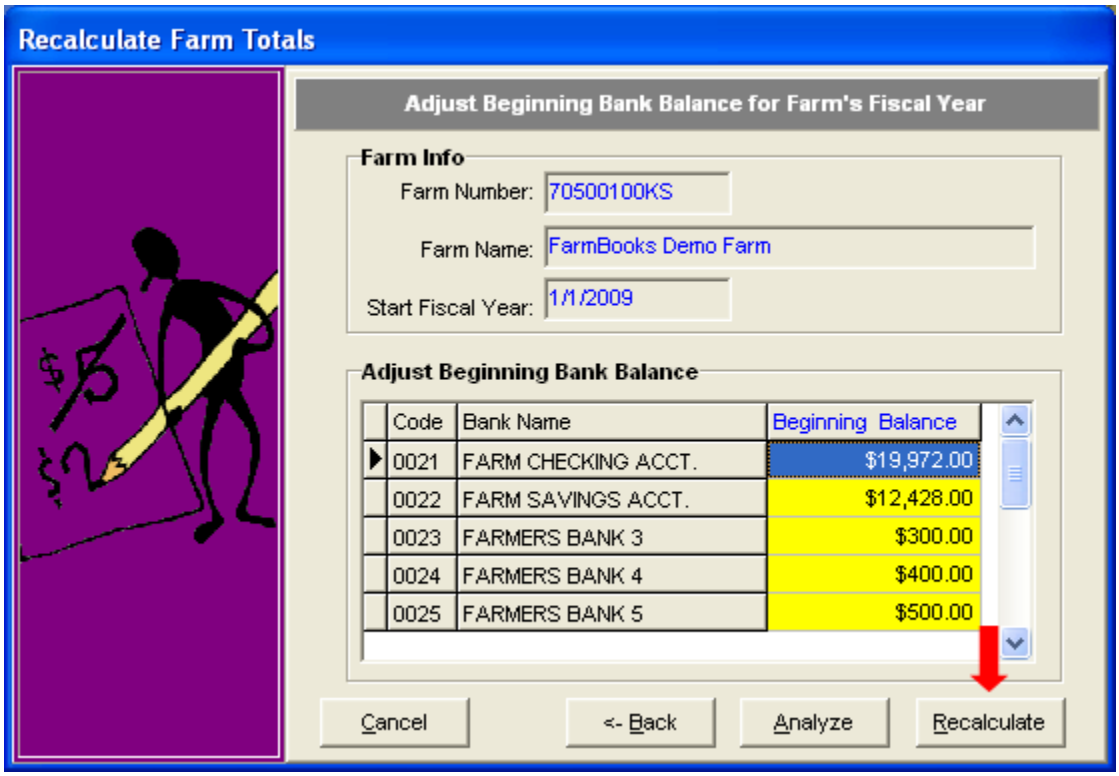
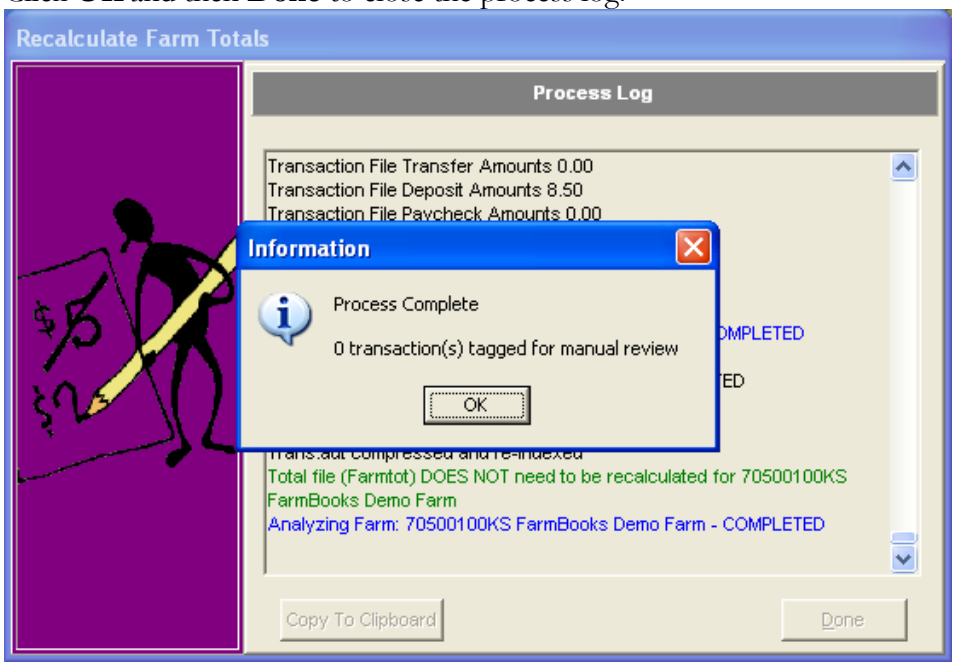
5) The results of the analysis will appear. If there are no errors found, you can close out of the wizard and continue working in FarmBooks. If the results of the analysis show the totals file must be recalculated, then continue to follow these steps to run the recalculate option.

6) Do a full Backup of the FarmBooks farm files before running the recalculate option.

7) Start the **Recalculate Farm Totals** wizard, and then click **Next** to select a farm and fiscal year. Click **Next** to see the bank account balances and then click the **Recalculate** button.



8) Click **OK** and then **Done** to close the process log.


Recalculate Farm Totals
Process Log
Transaction File Transfer Amounts 0.00
Transaction File Deposit Amounts 8.50
Transaction File Paycheck Amounts 0.00
Information
Process Complete
0 transaction(s) tagged for manual review
OK
Total file (Farmtot) DOES NOT need to be recalculated for 70500100KS
FarmBooks Demo Farm
Analyzing Farm: 70500100KS FarmBooks Demo Farm - COMPLETED
Copy To Clipboard
Done

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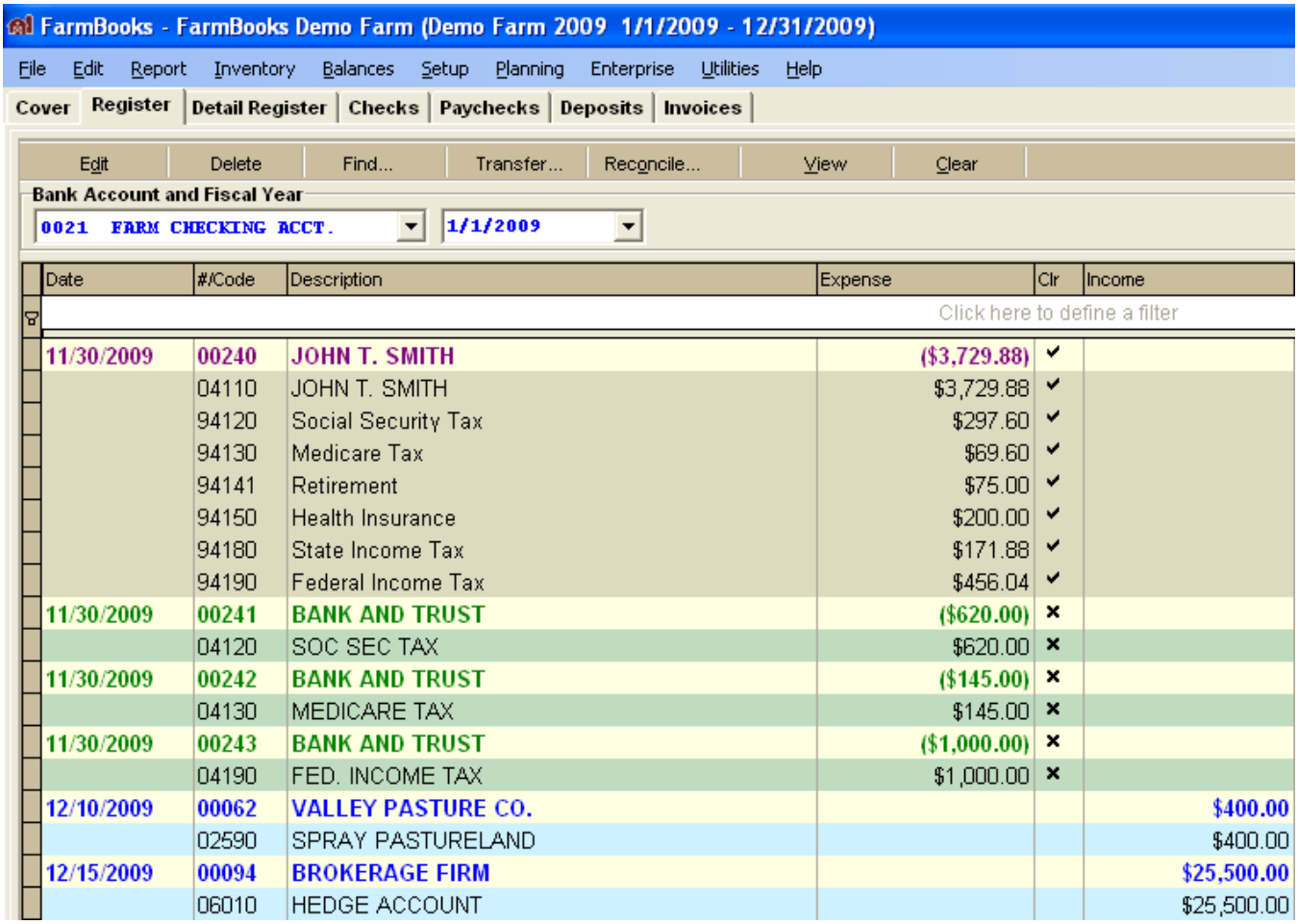
Section 13: Accounting Register

Register

This window displays a list of checks and deposit entries in date order. The format of the list is similar to the familiar paper check register.

- Checks are green
- Deposits are blue
- Paychecks are burgundy


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
Edit Delete Find... Transfer... Reconcile... View Clear
Bank Account and Fiscal Year
0021 FARM CHECKING ACCT.
1/1/2009
Date #/Code Description Expense Clr Income
Click here to define a filter
11/30/2009 00240 JOHN T. SMITH ($3,729.88)
04110 JOHN T. SMITH $3,729.88
94120 Social Security Tax $297.60
94130 Medicare Tax $69.60
94141 Retirement $75.00
94150 Health Insurance $200.00
94180 State Income Tax $171.88
94190 Federal Income Tax $456.04
11/30/2009 00241 BANK AND TRUST ($620.00)
04120 SOC SEC TAX $620.00
11/30/2009 00242 BANK AND TRUST ($145.00)
04130 MEDICARE TAX $145.00
11/30/2009 00243 BANK AND TRUST ($1,000.00)
04190 FED. INCOME TAX $1,000.00
12/10/2009 00062 VALLEY PASTURE CO. $400.00
02590 SPRAY PASTURELAND $400.00
12/15/2009 00094 BROKERAGE FIRM $25,500.00
06010 HEDGE ACCOUNT $25,500.00

To view the details of a check or deposit, double click on the entry in the register. The check, paycheck or deposit will open under the proper tab. Click the Register tab to return to the register.

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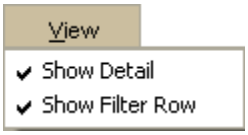
Buttons on the register tab are:

- **Edit** - Highlight a transaction in the register and then click the **Edit** button to edit it.
- **Delete** - Highlight a transaction in the register and then click the **Delete** button to delete it. The transaction cannot be deleted if it has already been reconciled to a bank account.
- **Find** - Find the first transaction by date, description, or number.
- **Transfer** - Transfer an amount between two bank accounts
- **Reconcile** - Reconcile to the monthly bank statement.
- **View** - Click this button to display the options of **Show Detail** and **Show Filter Row**.



  - The **Show Detail** option:
    - When the **Show Detail** option has a check mark, the check amount line and individual detail lines are shown in the register.

10/31/2009	00231	JOHN T. SMITH	($3,729.88)
	04110	JOHN T. SMITH	$3,729.88
	94120	Social Security Tax	$297.60
	94130	Medicare Tax	$69.60
	94141	Retirement	$75.00
	94150	Health Insurance	$200.00
	94180	State Income Tax	$171.88
	94190	Federal Income Tax	$456.04
10/31/2009	00232	BANK AND TRUST	($620.00)
	04120	SOC SEC TAX	$620.00
10/31/2009	00233	BANK AND TRUST	($145.00)
	04130	MEDICARE TAX	$145.00
10/31/2009	00234	BANK AND TRUST	($1,000.00)
	04190	FED. INCOME TAX	$1,000.00
11/15/2009	00080	NURSERY FARM	
	00110	WAGES - W-2	
11/15/2009	00081	RENTAL FIRM	
	00120	RENTAL INCOME	

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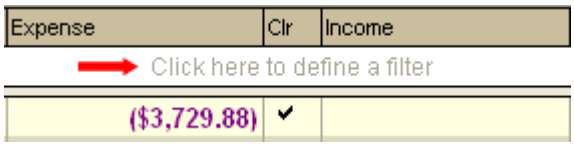
- When there is no check mark, only the check line shows in the register.

11/30/2009	00240	JOHN T. SMITH	($3,729.88)
11/30/2009	00241	BANK AND TRUST	($620.00)
11/30/2009	00242	BANK AND TRUST	($145.00)
11/30/2009	00243	BANK AND TRUST	($1,000.00)
12/10/2009	00062	VALLEY PASTURE CO.	
12/15/2009	00094	BROKERAGE FIRM	

- The **Show Filter Row** option:
  - This can be checked or unchecked to display a filter row at the top of the grid. This row will allow you to restrict the view to only specific data elements that match your entered criteria in this row.



- **Clear** - This button will display a drop down menu to allow the view sort order to be restored to the Classic View – Header/Detail or to clear any grid filters that you may have applied.

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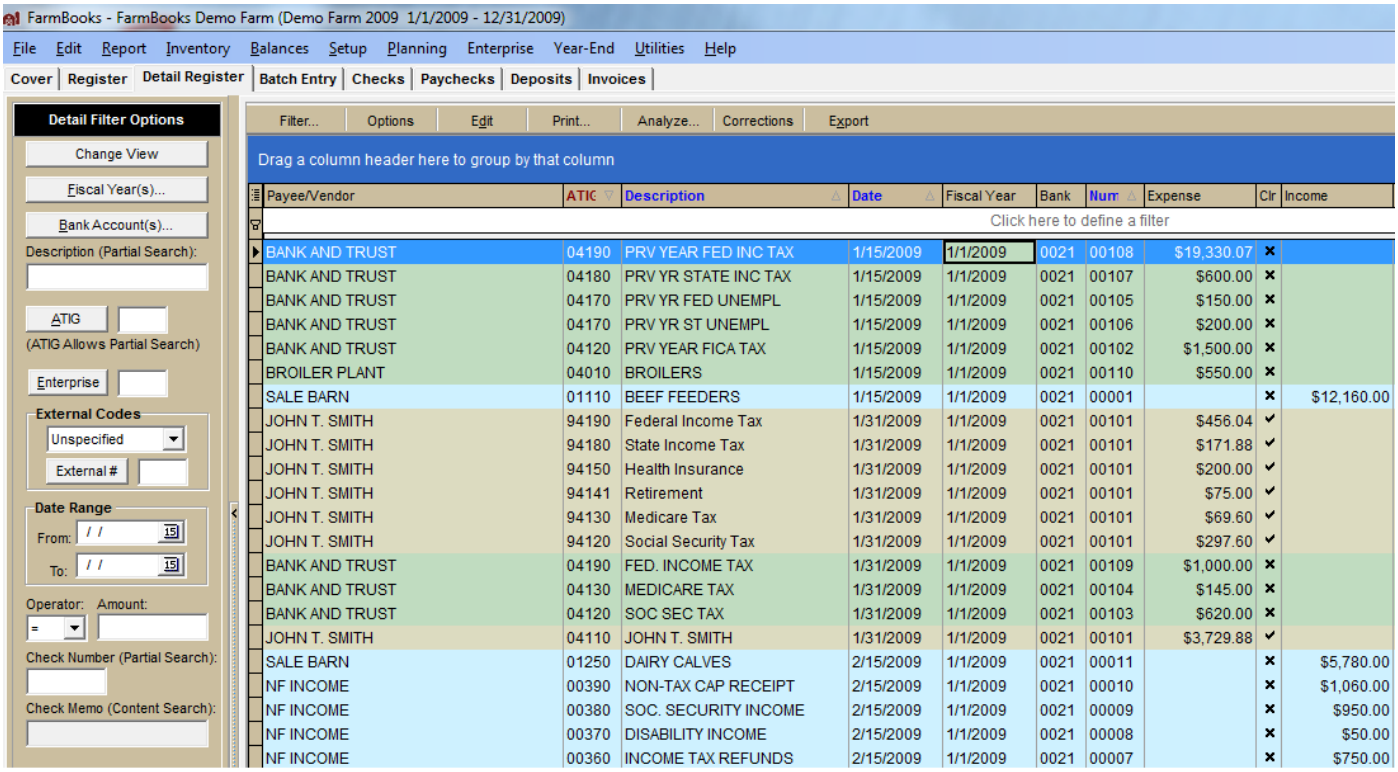
Detail Register

The Detail Register tab displays the same information as the Register tab, but allows for you to search for transactions via Description, ATIG code, External Code, Date, Amount, Check Number, and Check Memo.

You may also use the filter row to restrict the list to specific values.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Year-End Utilities Help
Cover Register Detail Register Batch Entry Checks Paychecks Deposits Invoices
Detail Filter Options
Change View
Fiscal Year(s)...
Bank Account(s)...
Description (Partial Search):
ATIG
(ATIG Allows Partial Search)
Enterprise
External Codes
Unspecified
External #
Date Range
From:
To:
Operator:
Amount:
Check Number (Partial Search):
Check Memo (Content Search):
Filter... Options Edit Print... Analyze... Corrections Export
Drag a column header here to group by that column
Payee/Vendor ATIG Description Date Fiscal Year Bank Num Expense Clr Income
Click here to define a filter
BANK AND TRUST 04190 PRV YEAR FED INC TAX 1/15/2009 1/1/2009 0021 00108 $19,330.07
BANK AND TRUST 04180 PRV YR STATE INC TAX 1/15/2009 1/1/2009 0021 00107 $600.00
BANK AND TRUST 04170 PRV YR FED UNEMPL 1/15/2009 1/1/2009 0021 00105 $150.00
BANK AND TRUST 04170 PRV YR ST UNEMPL 1/15/2009 1/1/2009 0021 00106 $200.00
BANK AND TRUST 04120 PRV YEAR FICA TAX 1/15/2009 1/1/2009 0021 00102 $1,500.00
BROILER PLANT 04010 BROILERS 1/15/2009 1/1/2009 0021 00110 $550.00
SALE BARN 01110 BEEF FEEDERS 1/15/2009 1/1/2009 0021 00001 $12,160.00
JOHN T. SMITH 94190 Federal Income Tax 1/31/2009 1/1/2009 0021 00101 $456.04
JOHN T. SMITH 94180 State Income Tax 1/31/2009 1/1/2009 0021 00101 $171.88
JOHN T. SMITH 94150 Health Insurance 1/31/2009 1/1/2009 0021 00101 $200.00
JOHN T. SMITH 94141 Retirement 1/31/2009 1/1/2009 0021 00101 $75.00
JOHN T. SMITH 94130 Medicare Tax 1/31/2009 1/1/2009 0021 00101 $69.60
JOHN T. SMITH 94120 Social Security Tax 1/31/2009 1/1/2009 0021 00101 $297.60
BANK AND TRUST 04190 FED. INCOME TAX 1/31/2009 1/1/2009 0021 00109 $1,000.00
BANK AND TRUST 04130 MEDICARE TAX 1/31/2009 1/1/2009 0021 00104 $145.00
BANK AND TRUST 04120 SOC SEC TAX 1/31/2009 1/1/2009 0021 00103 $620.00
JOHN T. SMITH 04110 JOHN T. SMITH 1/31/2009 1/1/2009 0021 00101 $3,729.88
SALE BARN 01250 DAIRY CALVES 2/15/2009 1/1/2009 0021 00011 $5,780.00
NF INCOME 00390 NON-TAX CAP RECEIPT 2/15/2009 1/1/2009 0021 00010 $1,060.00
NF INCOME 00380 SOC. SECURITY INCOME 2/15/2009 1/1/2009 0021 00009 $950.00
NF INCOME 00370 DISABILITY INCOME 2/15/2009 1/1/2009 0021 00008 $50.00
NF INCOME 00360 INCOME TAX REFUNDS 2/15/2009 1/1/2009 0021 00007 $750.00

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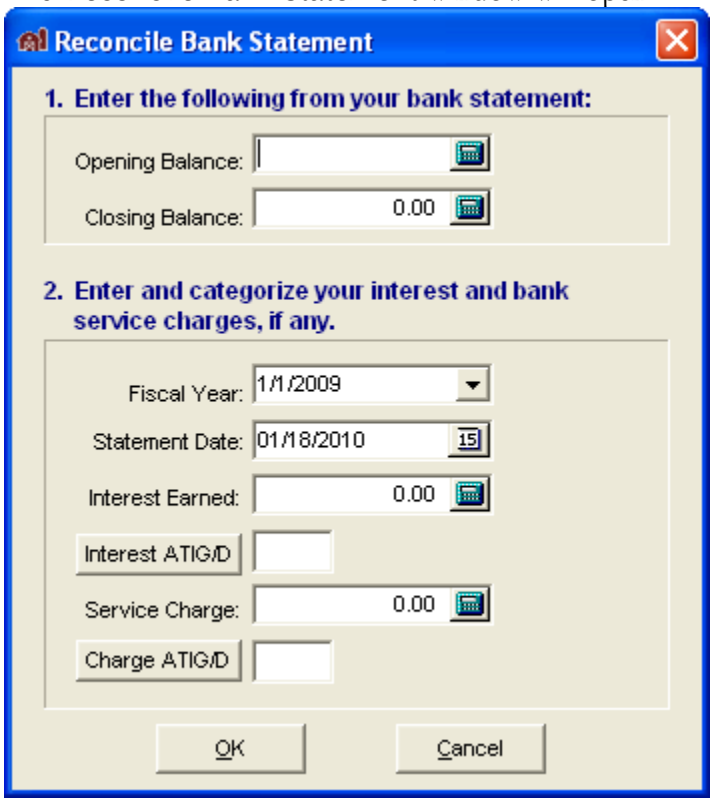
Register - Reconcile

When you receive your bank statement and are ready to verify that all your checks and deposits have been properly entered, begin the bank reconciliation process.

1) At the Register tab, click the **Reconcile** button or click **Balances: Reconcile Bank**.

FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
Edit Delete Find... Transfer... Reconcile... View
Bank Account and Fiscal Year
0021 FARM CHECKING ACCT.
1/1/2009
Date #/Code Description Expense
1/15/2009 00001 SALE BARN
01110 BEEF FEEDERS

2) The **Reconcile Bank Statement** window will open. Fill out the required information and click **OK**.



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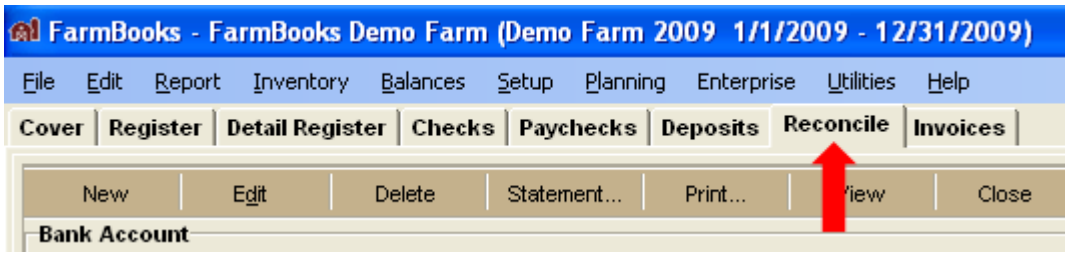
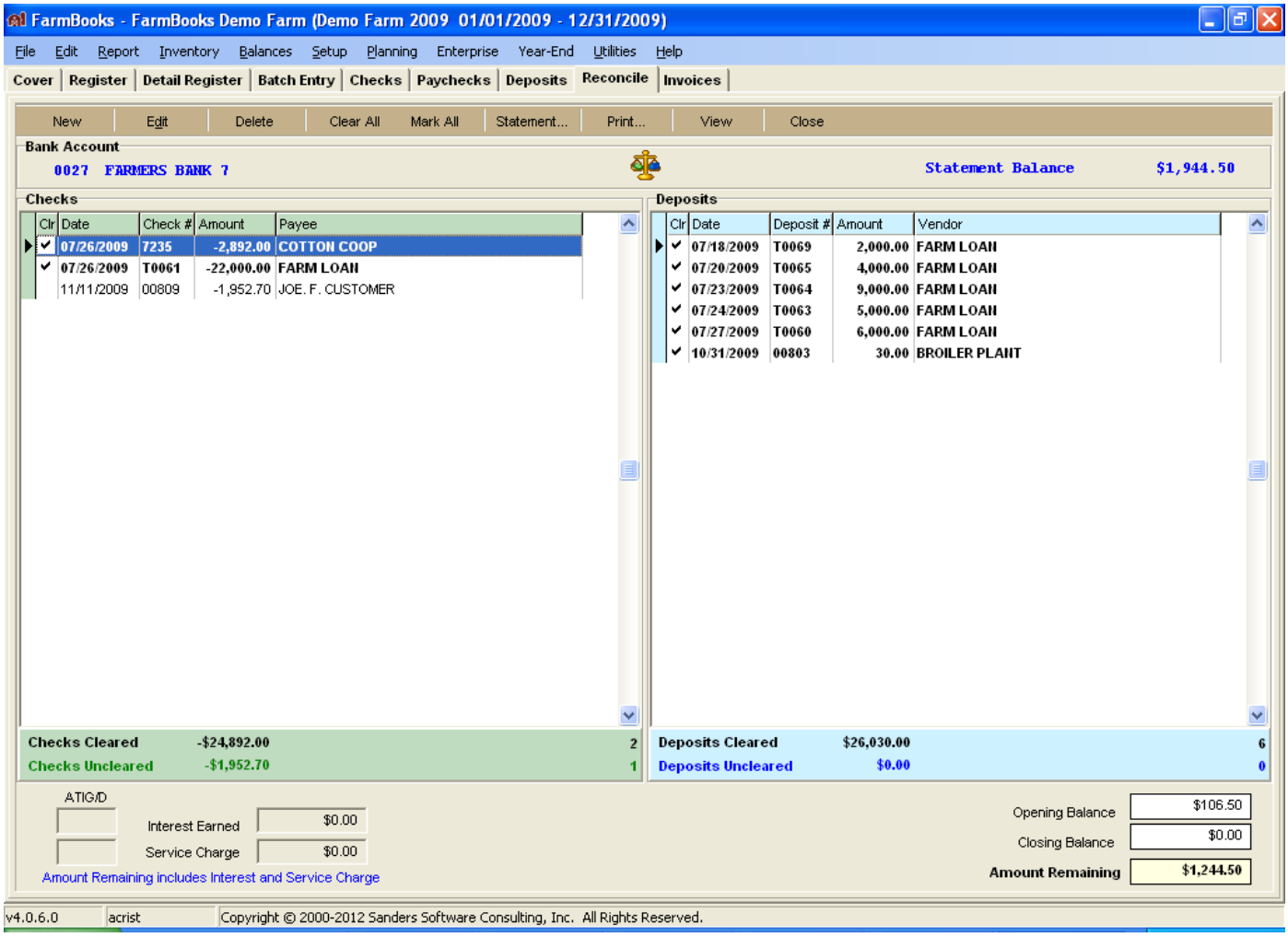
3) The next window will show as a new Reconcile tab along with Register, Checks, Paychecks, Deposits, and Invoices.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Reconcile Invoices
New Edit Delete Statement... Print... Close
Bank Account

The un-cleared checks are shown on the left side of the window and deposits are shown on the right side of the window.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 01/01/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Year-End Utilities Help
Cover Register Detail Register Batch Entry Checks Paychecks Deposits Reconcile Invoices
New Edit Delete Clear All Mark All Statement... Print... View Close
Bank Account
0027 FARMERS BANK 7
Statement Balance $1,944.50
Checks
Clr Date Check # Amount Payee
07/26/2009 7235 -2,892.00 COTTON COOP
07/26/2009 T0061 -22,000.00 FARM LOAN
11/11/2009 00809 -1,952.70 JOE. F. CUSTOMER
Deposits
Clr Date Deposit # Amount Vendor
07/18/2009 T0069 2,000.00 FARM LOAN
07/20/2009 T0065 4,000.00 FARM LOAN
07/23/2009 T0064 9,000.00 FARM LOAN
07/24/2009 T0063 5,000.00 FARM LOAN
07/27/2009 T0060 6,000.00 FARM LOAN
10/31/2009 00803 30.00 BROILER PLANT
Checks Cleared -$24,892.00 2
Checks Uncleared -$1,952.70 1
Deposits Cleared $26,030.00 6
Deposits Uncleared $0.00 0
ATIG/D
Interest Earned $0.00
Service Charge $0.00
Amount Remaining includes Interest and Service Charge
Opening Balance $106.50
Closing Balance $0.00
Amount Remaining $1,244.50
v4.0.6.0 acrist
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At the bottom of the window are the Opening Balance and Closing Balance amounts you entered in the previous screen.

- The Amount Remaining is the amount of un-cleared checks and deposits. The statement is reconciled when the amount remaining is zero.

- Clear the checks and deposits by clicking in the Clr column and making a check mark beside transactions that have cleared the bank.

- As you clear the transactions, the total of Checks and Deposits is calculated beneath the columns so you can verify these totals against the totals on bank statement.

Menu choices for the Reconcile tab are:

New - You can enter a new check, pay check or deposit from this menu choice in the event you find a transaction that was not entered.

Edit - Edit a transaction if it is not correct. Place the cursor on the transaction to select it, and then click Edit.

Delete - Delete a transaction. Place the cursor on the transaction to select it, and then click Delete.

Mark All – Use this option to mark all transactions for either checks or deposits.

Clear All – Use this option to clear the check mark from all transactions for either checks or deposits.

Statement - Opens the Reconcile Bank Statement window to make changes to the information you previously entered in this window. The information entered in this window is shown at the bottom of the Reconcile tab.

View - When a menu selection is selected, it will have a check mark beside it. If you select Sort by Date, the transactions will be sorted by date. If Sort by Number is selected, transactions will be sorted by check/deposit number. Select Show the Check Payee to see the Payee column in the checks column and select Show Deposit Vendor to see the Vendor column in the deposit window.

Finish - Choose this option to finalize the reconciliation. When the reconciliation is final, checks and deposits that have been cleared and do not appear in the reconciliation window again.

Close - Will close the Reconcile tab but not finalize the reconciliation.

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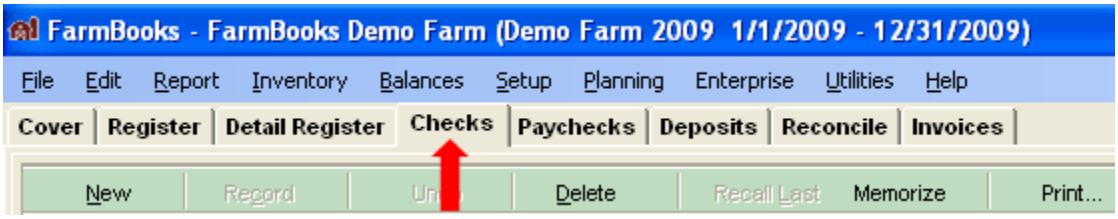
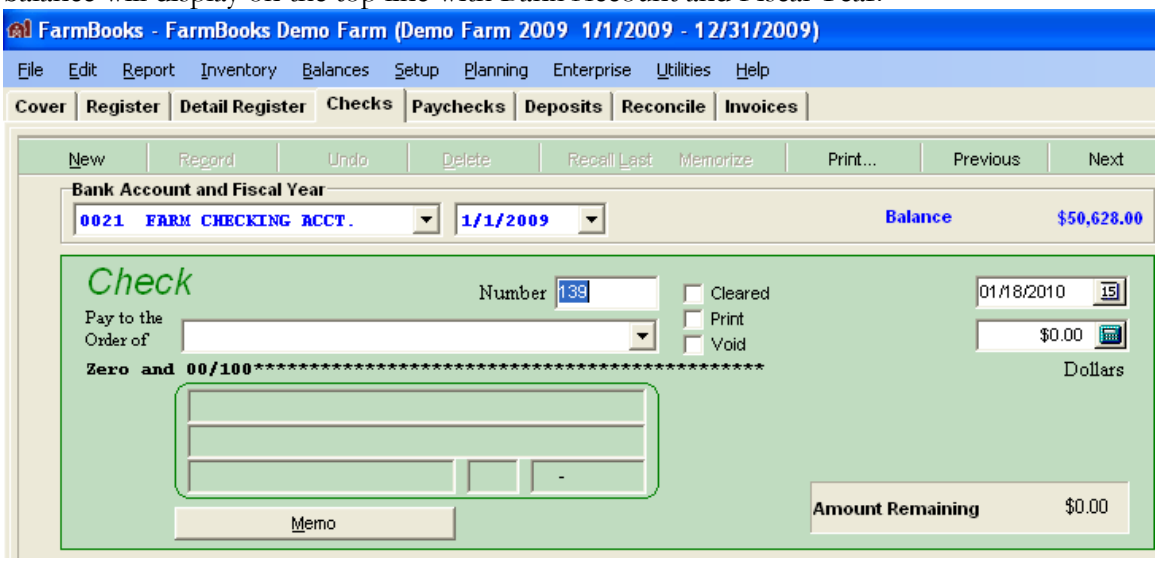
Section 14: Checks

Checks - General Instructions

1) Click on the **Checks** tab


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Reconcile Invoices
New Record Undo Delete Recall Last Memorize Print...

2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.



- **Check Number** - If FarmBooks is printing the check, the check number field will display "PRINT" and the check number will be added when the check is printed. When entering checks manually, "NEXT" will display in the check number field and when you start entering the check number, NEXT will be overwritten. If NEXT is left in the number, it will be replaced by the next check number in the Bank Account record when the transaction is saved. To determine the next check number that will be used by NEXT see **Balances: Bank: Next Sequence Number**.

- **Check Date** - Enter the check date or choose a date from the calendar. Once a date has been entered, it will be the default for additional checks until it is changed.

- **Check Amount** - The check amount can be entered or calculated using the calculator button at the right of the check amount field.

- **Pay to the Order of** - Type the name of the Payee or select a vendor from the drop down list. Frequently used vendors can be defined in the Setup - External Codes, Vendor window. If you want to use a vendor on a check, but have not previously entered the vendor information, you do not have to close the check to enter the new vendor. From the main menu, click Setup - External Codes - Vendors. The vendor entry window will open on top of the check window so you can enter the new vendor information. After you close the External Codes window, the new vendor will appear in the check's drop-down list and can be used on the check.

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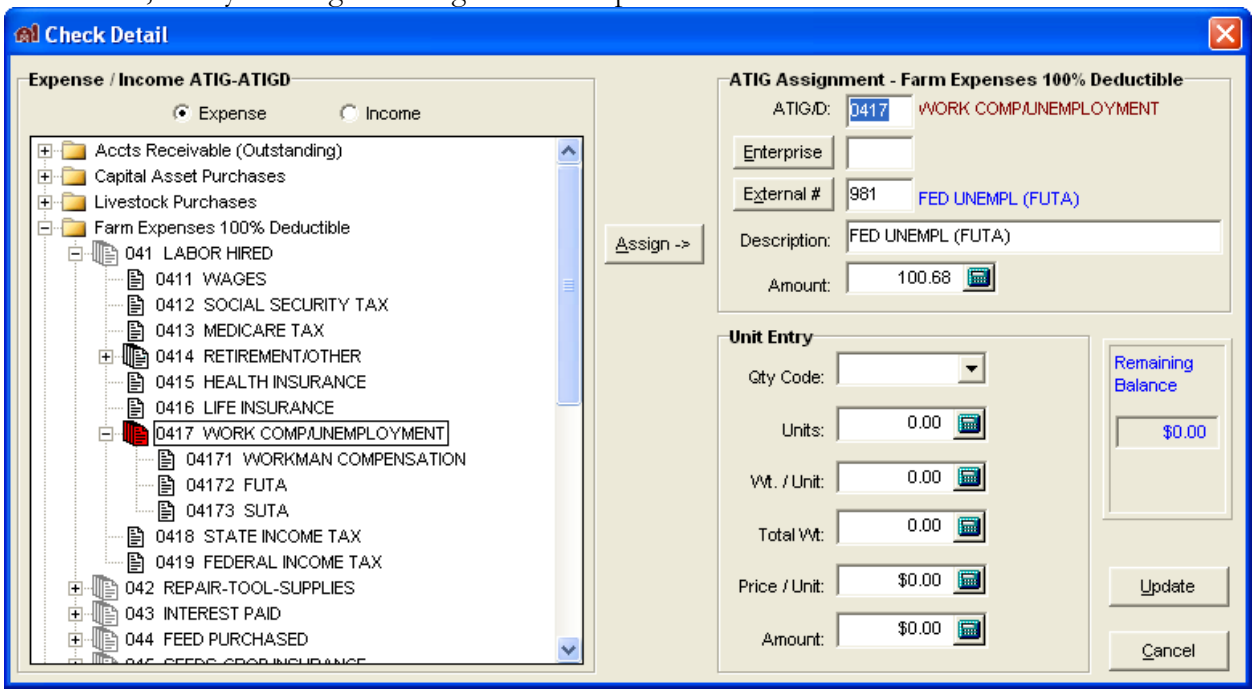
- **Memo button** - Opens a window so you can add additional information.

- **Detail Lines** - Detail lines categorize expenses. Enter as many detail lines as necessary to properly record the expense. As each detail line is entered, the Amount Remaining is reduced by the amount of the detail lines. When the Amount Remaining is zero, the total of all detail lines is equal to the check amount.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
0417		981	FED UNEMPL (FUTA)	100.68		0.00		0.00	0.00	0.00

There are two ways to enter the detail lines.

- If you choose the preference for Check Book Entry (**see File menu - Preferences - Options Tab**) as a **novice**, then you will get the large detailed input screen.



- Otherwise you can simply enter the information in the grid detail line without opening the window.

ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
0417		981	FED UNEMPL (FUTA)	100.68		0.00		0.00	0.00	0.00

  - **Code Listing** - place the cursor in the ATIG/D code field and press **Ctl-J** or **Ctrl-Enter** to open the ATIG code selection window. Choose an ATIG/D code and Click **Apply** to add the code to the detail line.

  - Press **Ctl-J** or **Ctrl-Enter** when the cursor is in the following fields to get a list of appropriate codes:
    - External code (Ext)
    - Enterprise code (Ent)
    - Quantity code (Qty Cd)

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Income detail lines can be entered on a check if necessary. An income detail line will be shown in red instead of black and the income amount will be added to the amount remaining total. The same color scheme and logic will be used if an expense type ATIG/D is used on a deposit transaction.

You can also choose the starting field for each check in the Preferences setup (choose File: Preferences - Options Tab, Starting Field). Starting field choices are:

- Payee/Vendor
- Date
- Number
- Bank Account

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Checks - Menu Selections

New - Has the following two menu selections:

- **Check (Ctrl-E)** - Adds a new check)
- **Check Detail Line (Ctrl-Ins)** - Adds a new check detail line

Another way to perform these two actions is to right mouse click anywhere in the check window and select **New Check** or **New Check Detail** from the context menu.

Record - Saves the current check values or changes. **Ctl-A** or **Alt-C** will also record a check.

Undo - When editing a check that has been saved, if you wish to discard the changes you made, click the undo button. The check will revert to the previous values. **Alt-U** will also undo the changes.

Delete - Has the following two menu selections:

- **Check** - Deletes the entire check.
- **Check Detail Line (Ctrl+Del)** - Deletes the currently selected check detail line.
  An alternate way to perform this is to right mouse click in the check window and select:
  Delete Check & All Details or
  Delete Detail Line from the context menu.

Print - Opens the window to print checks. See the check printing section for help on this option

Recall Last - If you are creating a new check/deposit, you may recall the detail lines from the last check/deposit for the entered payee/vendor.

Memorize - Use this option to capture all the detail lines entered for the check or deposit. The next time you write a check or deposit for this vendor all the detail lines will automatically be added to the check or deposit. This detail list may be maintained from the **Setup menu: External Codes: Vendors** and the press the Edit button to show all the detail fields for the vendor. Press the ATIGD List button to edit the transition detail lines. The list can be activated or deactivated to allow you to control if the list is included or not included when you write a new check or deposit.

Previous - moves to the previous check in the register.

Next - moves to the next check in the register.

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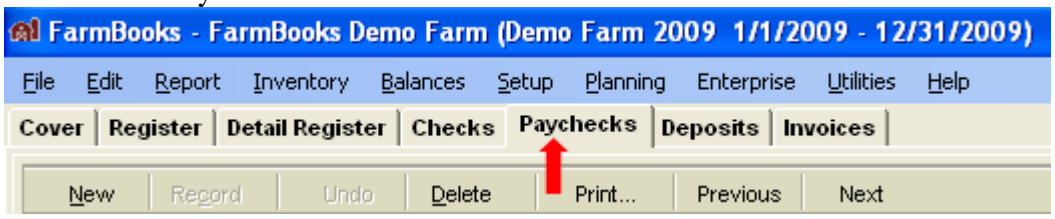
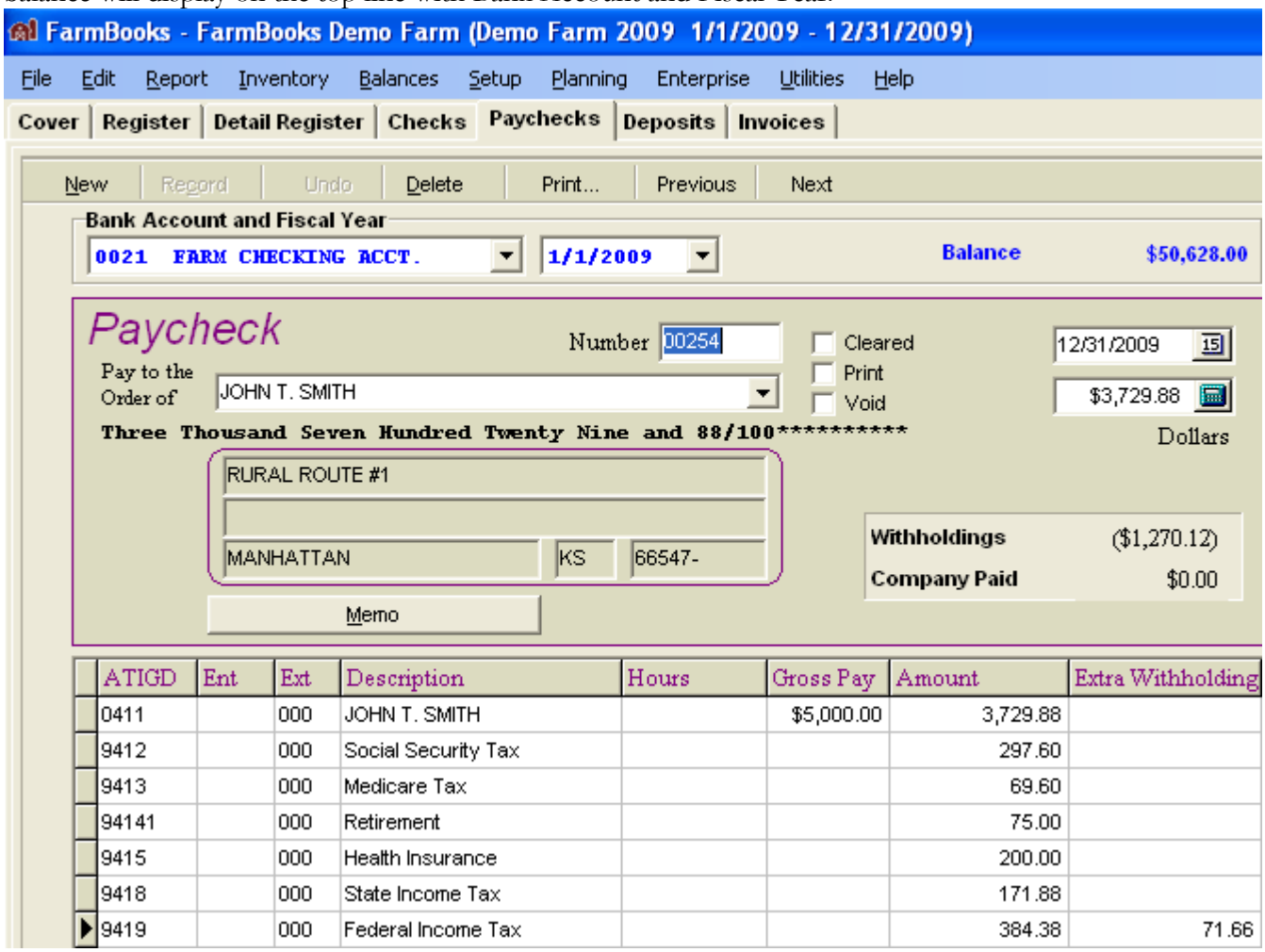
Paychecks - General Instructions

1) Click on the **Paychecks** tab


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
New Record Undo Delete Print... Previous Next

2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
New Record Undo Delete Print... Previous Next
Bank Account and Fiscal Year
0021 FARM CHECKING ACCT.
1/1/2009
Balance $50,628.00
Paycheck
Number 00254
Cleared
Print
Void
12/31/2009
Pay to the Order of JOHN T. SMITH
$3,729.88
Three Thousand Seven Hundred Twenty Nine and 88/100********** Dollars
RURAL ROUTE #1
MANHATTAN KS 66547-
Withholdings ($1,270.12)
Company Paid $0.00
Memo
ATIGD Ent Ext Description Hours Gross Pay Amount Extra Withholding
0411 000 JOHN T. SMITH $5,000.00 3,729.88
9412 000 Social Security Tax 297.60
9413 000 Medicare Tax 69.60
94141 000 Retirement 75.00
9415 000 Health Insurance 200.00
9418 000 State Income Tax 171.88
9419 000 Federal Income Tax 384.38 71.66

- **Check Number** - If the program will print the check, the check number will be "PRINT" and the check number will be added when the check is printed. For hand written checks, clear the Print check box, and then manually enter the check number or enter NEXT in the Check Number and the program will insert the next check number in sequence.

- **Check Date** - Enter the check date or choose a date from the drop down calendar. Once a date has been entered it will be used for additional checks until you change it again.

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- **Check Amount** - The check amount can be entered or calculated using the calculator button at the right of the check amount field.

- **Pay to the Order of** - Select an employee from the drop down list. Employee information must be entered in the **Setup: External Codes: Employee** window. To use an employee on a paycheck that has not previously entered. From the main menu at the top of the screen, click **Setup: External Codes: Employees**. The entry window will open on top of the paycheck window and you can set up the new employee. After you close the **External Codes** window, the new employee will appear in the paycheck drop-down list and can be used on the paycheck. Be sure to fill out the Federal and State Allowances along with Marital Status, Type, and Pay Period. Then enter the earning and deduction information from the Earning and Deduction Info tab.

- **Memo button** - opens a window so you can add additional information about this transaction.

- **Detail Lines** - When you set up an employee in the External codes section (see **Setup: External Codes: Employee**) the program will use the information entered there to calculate the paycheck. The program will enter the detail lines when you close the payroll detail window.

ATIGD	Ent	Ext	Description	Hours	Gross Pay	Amount	Extra Withholding
0411		000	JOHN T. SMITH		$5,000.00	3,729.88	
9412		000	Social Security Tax			297.60	
9413		000	Medicare Tax			69.60	
94141		000	Retirement			75.00	
9415		000	Health Insurance			200.00	
9418		000	State Income Tax			171.88	
9419		000	Federal Income Tax			384.38	71.66

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Paychecks - Menu Selections

New - Has the following two menu selections:

- **Paycheck (Ctrl-E)** - Adds a new paycheck. (Ctl-E).

- **Paycheck Detail Line (Ctrl-Ins)** - Adds a new paycheck detail line (Press the Ctrl and Insert key at the same time to perform this action). If you change the gross amount of the paycheck, the taxes will be automatically re-calculated.

Click **Add** to place these calculations onto the check detail.

- Another way to perform these two actions is with a mouse right click anywhere in the paycheck window and selecting New Paycheck or New Paycheck Detail from the context menu.

Record - Saves the current paycheck values or changes. Ctl-A or Alt-C

Undo - If you are editing a paycheck and discover you have made a mistake, click Undo and the original values will return. This option is only available if the paycheck has been recorded.

Delete - Has the following two menu selections:

- **Paycheck** - Deletes the entire paycheck.
- **Paycheck Detail Line Ctrl-Del** - Deletes the currently selected paycheck detail line

Another way to perform these two actions is with a mouse right click anywhere in the check window and selecting Delete Paycheck & All Details or Delete Detail Line from the context menu.

Print - Opens the window to print paychecks. See the check/Paycheck printing section for help on this option

Previous - moves to the previous paycheck in the register by date.

Next - moves to the next paycheck in the register by date.

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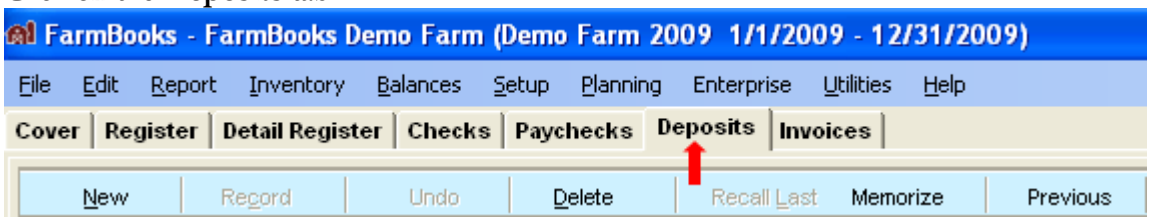
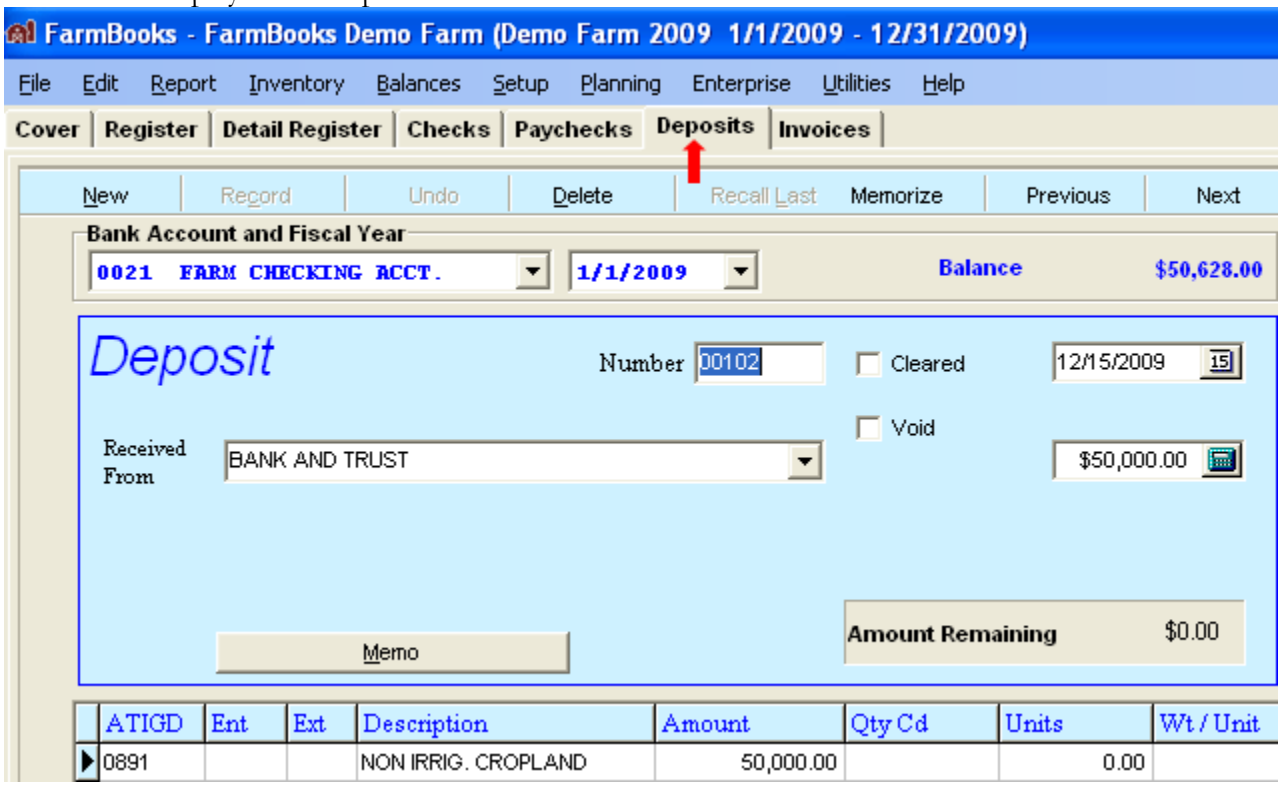
Section 15: Deposits

Deposits - General Instructions

1) Click on the **Deposits** tab


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
New Record Undo Delete Recall Last Memorize Previous

2) Select a **Bank Account** and **Fiscal Year** if necessary, or accept the defaults. The selected bank account balance will display on the top line with Bank Account and Fiscal Year.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
New Record Undo Delete Recall Last Memorize Previous Next
Bank Account and Fiscal Year
0021 FARM CHECKING ACCT.
1/1/2009
Balance $50,628.00
Deposit
Number 00102
Cleared
12/15/2009
Void
Received From
BANK AND TRUST
$50,000.00
Amount Remaining $0.00
Memo
ATIGD Ent Ext Description Amount Qty Cd Units Wt / Unit
0891 NON IRRIG. CROPLAND 50,000.00 0.00

- **Number** - Manually enter a number to identify this deposit or enter NEXT to use the next sequence number. See **Balances – Bank, Next Sequence Number**.

- **Date** - Enter the deposit date or choose a date from the drop down calendar. Once a date has been entered it will be used for additional deposits until you change it again.

- **Deposit Amount** - The deposit amount can be entered or calculated using the calculator button at the right of the deposit amount field.

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- **Received From** - Type a name or select a name from the drop down list. Frequently used names can be defined in the Setup - External Codes, Vendor window.

- **Memo button** - Opens a window so you can add additional information about this transaction if you wish.

- **Detail Lines** - Detail lines categorize income. Enter as many detail lines as are necessary to properly record the income. As each detail line is entered, the **Amount Remaining** is reduced by the amount of the detail lines. When the **Amount Remaining** is zero, the total of all detail lines is equal to the deposit amount. **Unit** information is required for crop and livestock income detail lines.

	ATIGD	Ent	Ext	Description	Amount	Qty Cd	Units	Wt / Unit	Total Wt	Price / Unit	Price Amount
▶	0891			NON IRRIG. CROPLAND	50,000.00		0.00		0.00	0.00	0.00

Expense detail lines can be entered on a deposit if necessary. An expense detail line will be shown in red instead of black and the expense amount will be added to the amount remaining total.

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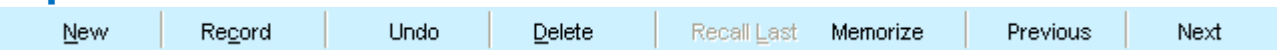
Deposits - Menu Selections



New - Has the following two menu selections:

- **Deposit (Ctrl-E)** – Adds a new deposit. (Press the Ctrl and the E key together to perform this action).
- **Deposit Detail Line (Ctrl+Ins)** – Adds a new deposit detail line

  Another way to perform these two actions is with a right mouse click anywhere in the deposit window and selection of **New Deposit** or **New Deposit Detail** from the context menu.

Record - Saves the current deposit values or changes.

Undo - If you are editing a deposit and discover you have made a mistake, click Undo and the original values will return. This option is only available if the deposit has been recorded.

Delete - Has the following two menu selections:

- **Deposit** - Deletes the entire deposit.
- **Deposit Detail Line (Ctrl+Del)** – Deletes the currently selected deposit detail line (Press the Ctrl and Delete key at the same time to perform this action)

  Another way to perform these two actions is with a mouse right click anywhere in the check window and selecting **Delete Deposit & All Details** or **Delete Detail Line** from the context menu.

Recall Last - If you are creating a new check/deposit, you may recall the detail lines from the last check/deposit for the entered payee/vendor.

Memorize - Use this option to capture all the detail lines entered for the check or deposit. The next time you write a check or deposit for this vendor all the detail lines will automatically be added to the check or deposit. This detail list may be maintained from the Setup menu – External Codes – Vendors and the press the Edit button to show all the detail fields for the vendor. Press the ATIGD List button to edit the transition detail lines. The list can be activated or deactivated to allow you to control if the list is included or not included when you write a new check or deposit.

Previous - Moves to the previous deposit in the register by date.

Next - Moves to the next deposit in the register by date.

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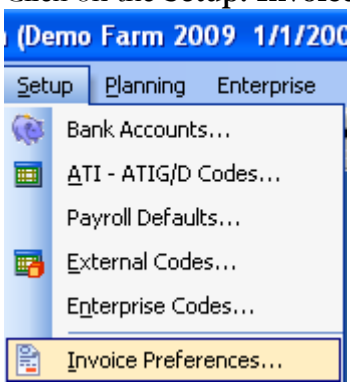
Section 16: Invoices

Generate Invoices

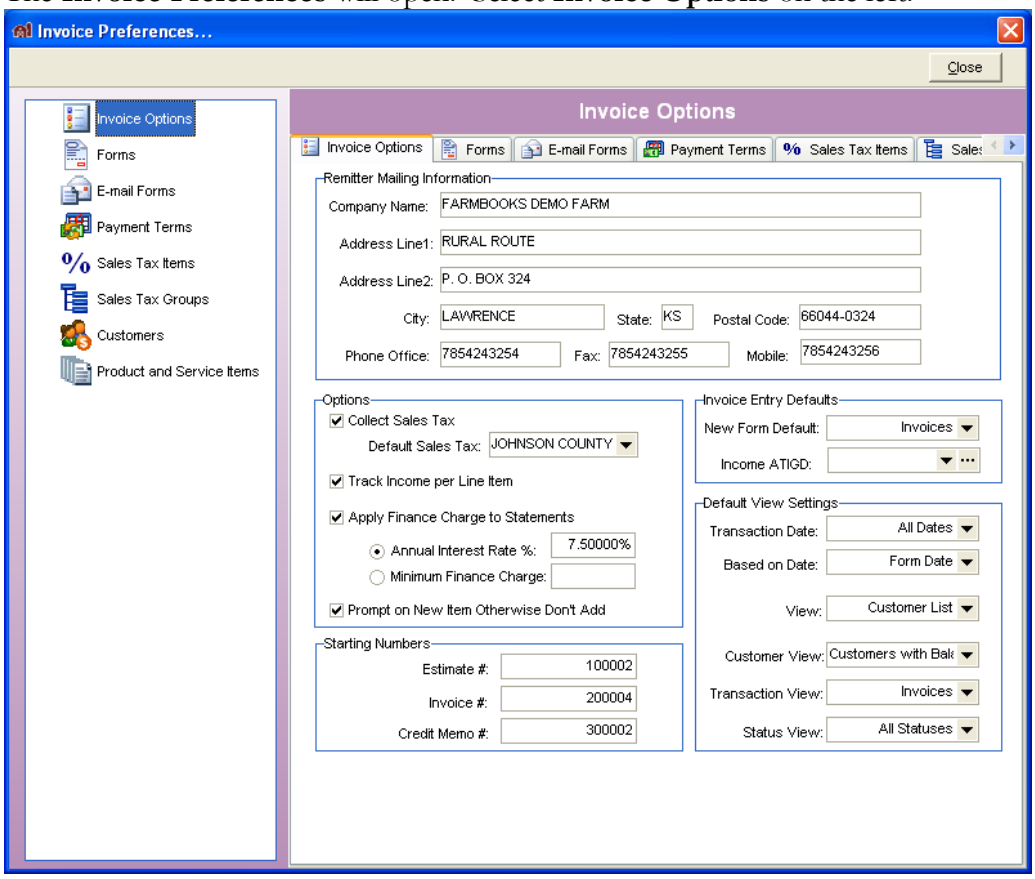
FarmBooks allows you to easily generate estimates and billings, post payments and deposits, generate statements, track sales tax collections if your business is taxable, and monitor customer balances. Various invoice forms and statements can easily be emailed to your customer.

A first look at the invoice preferences setup, it seems like there is a lot of setup required. Only a few decisions (less than two minutes of setup) need to be specified on the invoice options tab and you are ready to begin creating invoices.

1) Click on the **Setup: Invoice Preferences.**



2) The **Invoice Preferences** will open. Select **Invoice Options** on the left.



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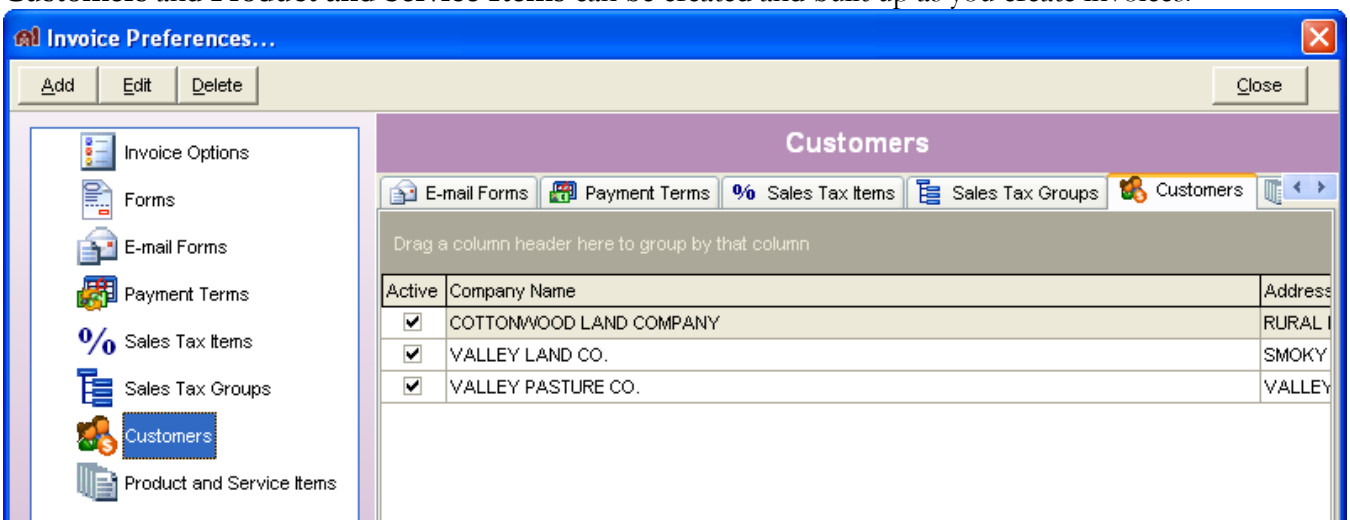
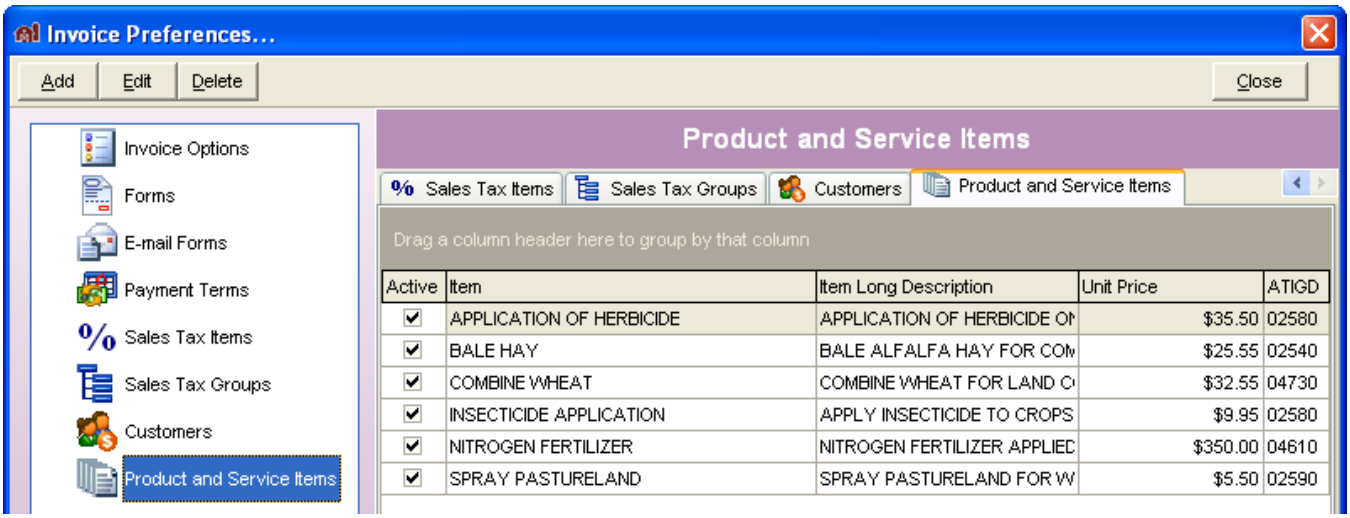
- Enter your business remitter mailing information
- Indicate if you collect sales taxes
- Indicate if you apply finance charges to statements
- Indicate how you want income to be tracked (detail deposit for each line item or as one lump sum deposit)
- Provide a default income ATIGD

Customers and **Product and Service Items** can be created and built up as you create invoices.





You can later go back to setup to further customize the invoice module. The invoice module ships with template data which you can modify as desired. For instance, you can decide what invoice columns and column names best reflect your business activity.

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Invoice Preferences

- **Invoice Options** - Set business remitter mailing information, important decision in the options section (collect sales tax, track income per line item (detail deposit or lump sum deposit), apply finance charge to statements, prompt on new item), starting numbers, default form and income ATIGD used for customer entry, and customize your default view settings for the invoice tab used during application startup.
- **Forms** - Customize column name or hide unwanted columns, include your business logo, or include footer and image text messages per form type (estimate, invoice, credit memo, finance charge, and statement), archive printed forms if desired
- **Email Forms** - Customize email message and decide whether you want to archive document per email form type
- **Payment Terms** - Set due date days and any discount given within x days
- **Sales Tax Items** - Setup tax rate, description, payment vendor, and ATIGD expense code for a single tax authority
- **Sales Tax Groups** - Use if you need to report and pay tax amounts to several tax authorities (state, city, local) otherwise just use sales tax items if only one tax authority
- **Customers** - Define bill-to / ship-to addresses, emails and contact information along with default payment terms, taxable status, sales tax or tax exempt number, credit limit and opening balances, preferred delivery method (mail or email) along with income ATIGD
- **Product and Service Items** - Define Item / Short Description, Long Description is unlimited text, taxable indicator, unit quantity code, unit price (sale amount) and weight per Unit, along with a default income ATIGD.

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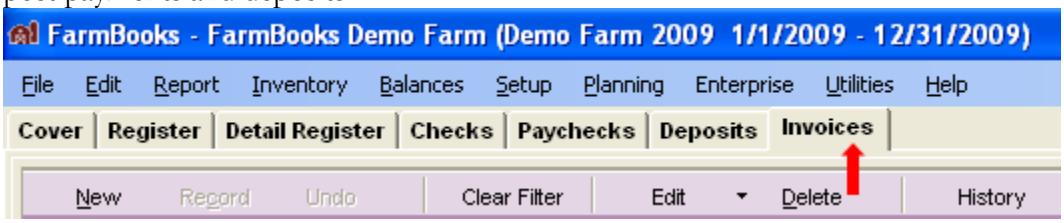
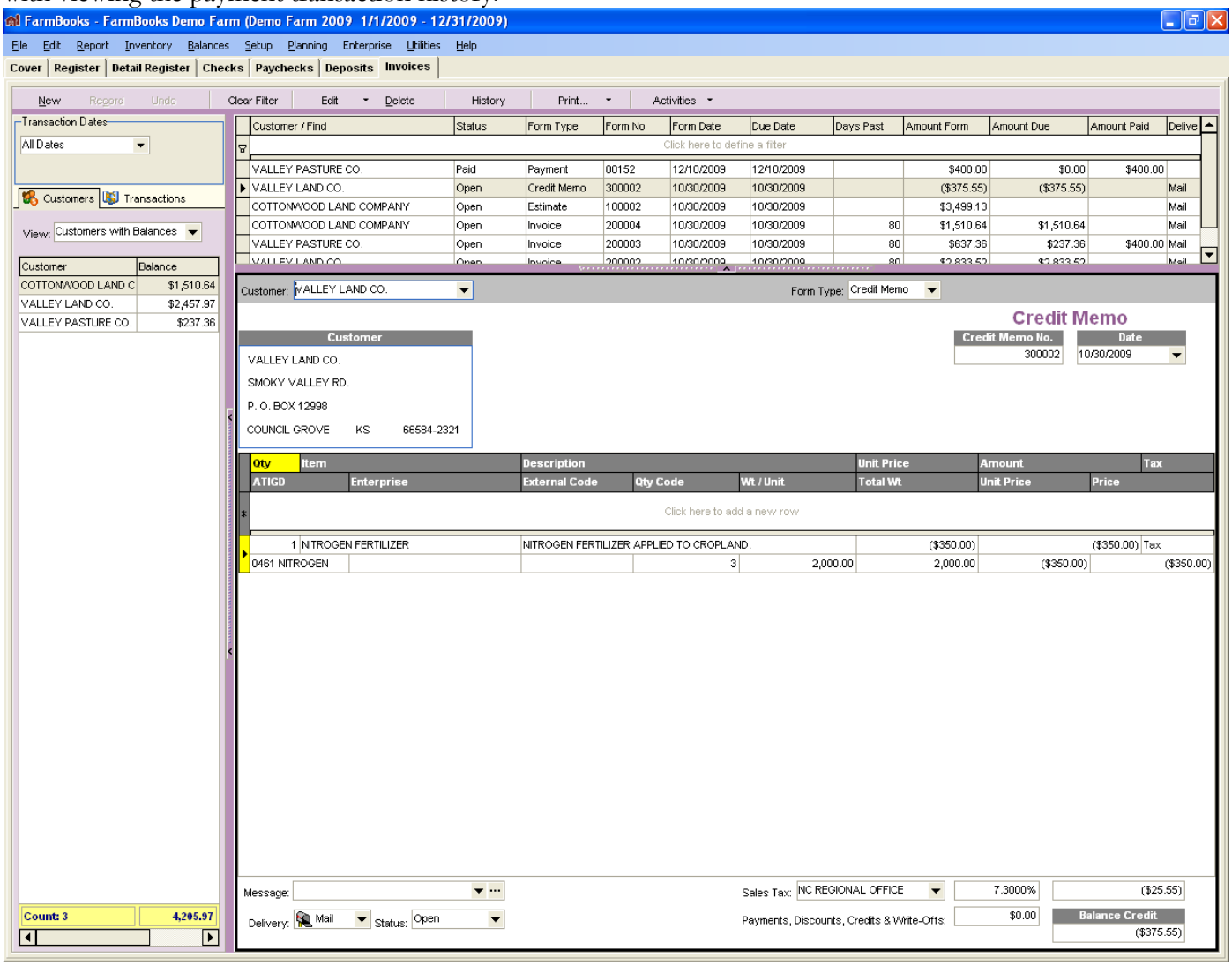
Invoice Tab

From this tab, you can create estimates, invoices, credit memos, statements with finance charge invoices, and post payments and deposits.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2009 1/1/2009 - 12/31/2009)
File Edit Report Inventory Balances Setup Planning Enterprise Utilities Help
Cover Register Detail Register Checks Paychecks Deposits Invoices
New Record Undo Clear Filter Edit Delete History

You can preview, print, email, or batch print/email forms. Forms can easily be copied by pulling an existing form back into the editor and changing its form type. Also, you easily edit / delete forms or payments along with viewing the payment transaction history.



- Navigation Bar with Customer / Transaction View Tabs
  - Define Date Filters to customize data viewed in the top most grid list.
  - Customer List View with Customer List Filters
  - Transaction Type View with Status Filters

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- Receive Payments - Apply payments, discounts, credit memos / overpayments, and write-offs to open invoices.
- Create statements and apply finance charges
- View Payment Transaction History
- Preview, Print, Email, or Batch Print/Email Forms
- Edit Forms, Deposits, and Customers

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Invoice Reports

1) Click on **Report: Reports**
2) The Reports window has the following invoice reports:
   - A/R Aging (Customer Detail Aging and Aging Period Summary)
   - Customer List
   - Sales Tax Liability (Under Tax Values Report List)

Select Report... Current Fiscal Period: (2009 1/1/2009 - 12/31/2009)
Fiscal Year: 1/1/2009
Options...
Print
Preview...
Close
Farm / Non-Farm Financial Statement
Production Reports
Payroll Reports
Enterprise Reports
Code Listings
Invoicing Reports
A/R Aging
Detail
Summary
Customer Listing
Tax Values
Tax Table Rates
Tax Planning Values
1099 Vendors
Sales Tax Liability
Sales Tax Liability
This report summarizes the sales tax you've collected and currently owe to your tax authorities. The report shows your total taxable sales, non-taxable sales, and the amount of sales tax you owe each tax authority in the column called tax collected. If you collect sales tax for more than one tax authority (city, county, state), each one has its own line in the report.
Transaction Date Range
From: 1/1/2009
To: 12/31/2009

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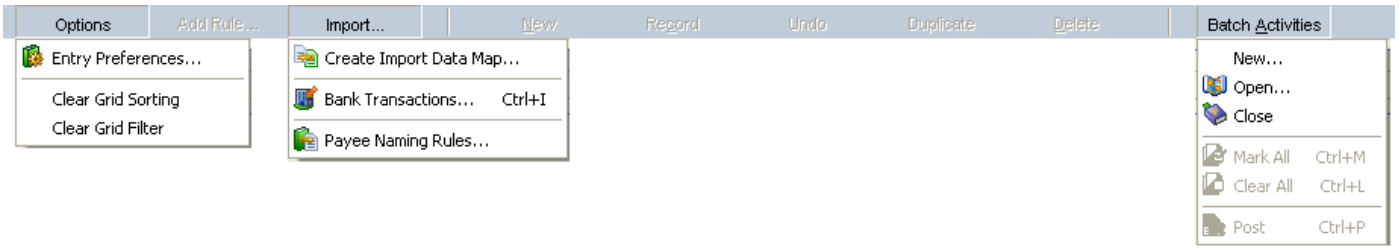
Section 17: Batch Entry Tab

General Overview

The batch entry tab gives users new ways to enter checks, paychecks, or deposits. As the name implies, it requires that the user first create a batch before transactions can be entered. These transactions must be "posted" before they are recognized by the accounting side to be displayed in the register and on reports. Users can use this feature to enter transactions from a bank or credit card statement. Data may be entered manually or imported via a file created by your online bank or credit card company. The import file must be formatted as a CSV (comma separated values).

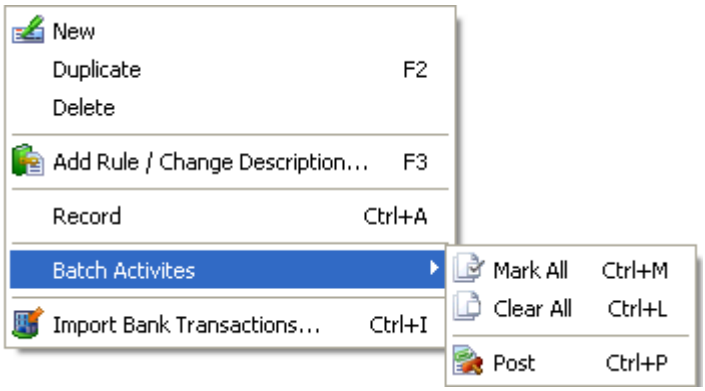
Batch Menu

Before opening a batch or importing transactions to automatically create the batch, the menu has the following options available. The grayed out items are available once the batch is created and open.



Once the batch is open, the menu has the follow options available for use. These functions may also be accessed by right clicking in the grid to reveal the grid popup menu show below.

Grid Popup Menu



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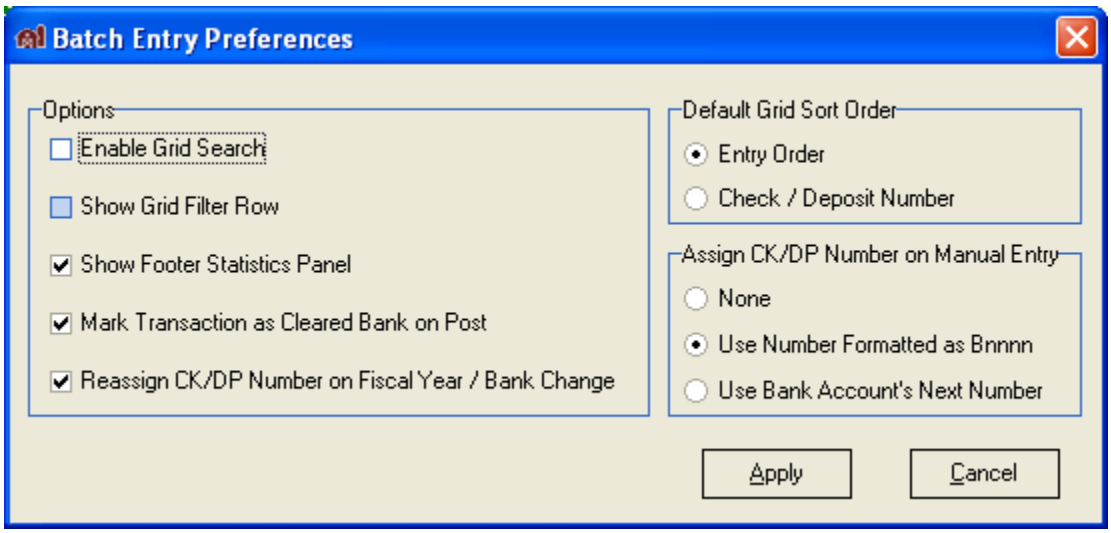
Batch Options

Click on **Options button: Entry Preferences**

Entry Preferences – Allows the user to enable or disable features for batch entry, control grid sort order, and number column defaults.



Grid Search – This option should only be enabled or checked if you want to search a grid column for a particular value when the field is selected and highlighted. Without this enabled, the in-place editor is activated immediately on a key press and any text entered into the field will change the value.

Show / Hide the filter row – This option is a great alterative to using the grid search feature. It works the same as in the register and detail register filter row.

Show / Hide the footer statistical panel – This will allow the user to customize the area at the bottom of the screen.

Mark Transaction as Cleared Bank on Post - Check this option if you want the batch transaction to be marked as cleared the bank when posted.

Reassign CK/DP Number on Fiscal Year / Bank Change - If this option is checked, the check or deposit number will be updated based on the type of number that is detected for the transaction should you change the batch fiscal year or bank account. The sequence number is determined by the beginning values for the bank account and fiscal year. The Bnnnn number will reset back to 0 for the new fiscal year.

Grid sort order – The grid may be sorted by either Entry Order or Check/Deposit Number. However, the user may click the any column heading (once for ascending and twice for descending). Hold the shift key down while clicking on the column headings to sort by multiple columns.

Assign CK / DP Number on Manual Entry – The user can determine how the default should be for the number column in the grid. If the user is entering data from a credit card statement, set the option to "Use Number Formatted as Bnnnn" since the number being assigned is arbitrary and you don't care nor need duplicate check number validation. On the hand, if you are entering values from your bank statement, then you may want the system to use your next check number and want validation that a duplicate transaction has been entered. So, this option is driven by how you are using batch entry. The number is formatted with or without leading zeros depending on the general application preference "Format Check Number with Leading Zeros".

Clear Grid Sorting – Clear any sorting and return to the order specified in entry preferences

Clear Grid Filtering - Clear any filters applied the grid

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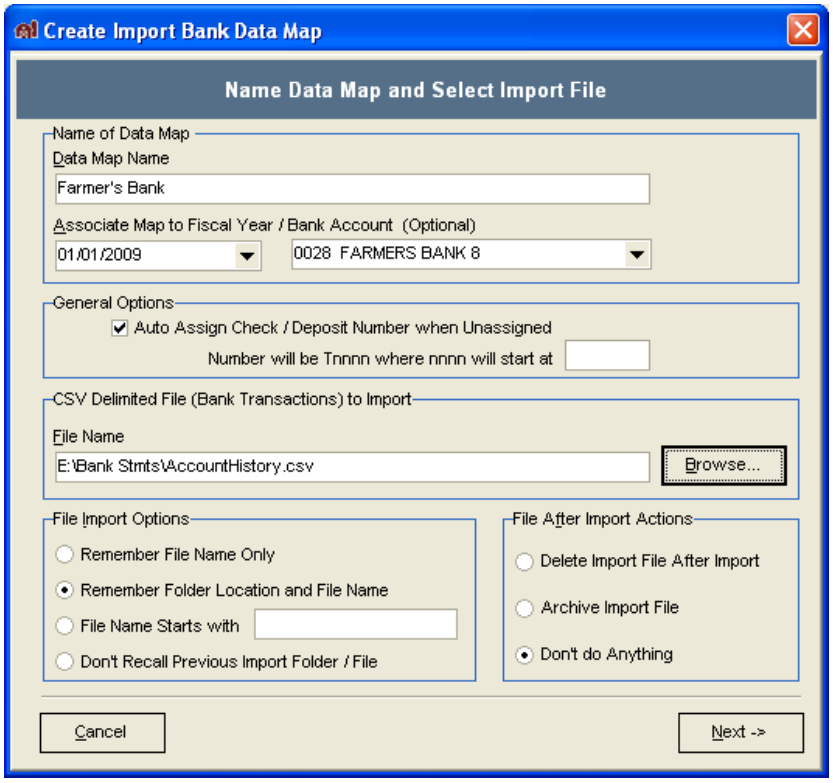
Import Data from the Bank or Credit Card Company

In order to use the import feature, you first need to go to your online bank or credit card website and download your transactions into a CSV (comma separated values) formatted file. At the time of the download, you will be permitted to enter a date range before you download your data. It is recommended that you use a time period that is reflected on your statement.

Create an Import Data Map

Once you have the data downloaded from your online bank or credit card company, you need to tell FarmBooks how the bank arranged the data in the CSV file. You do this by creating a data map that describes the arrangement of the data. FarmBooks provides a wizard that steps you though the process by analyzing the data from the bank or credit card company. The wizard can be found by pressing the "Import" button at the top of the batch entry tab and choosing "create import data map" from the drop down menu. The wizard will automatically analyze the import data to determine what fields your bank or credit card company has provided. The final step of the wizard is where you actually map the bank fields to FarmBooks fields. The data map is only created once and can be associated to a bank account so that you can just simply import your data in the future.

- Click on **Import Button: Create Import Data Map**


Create Import Bank Data Map
Name Data Map and Select Import File
Name of Data Map
Data Map Name
Farmer's Bank
Associate Map to Fiscal Year / Bank Account (Optional)
01/01/2009
0028 FARMERS BANK 8
General Options
Auto Assign Check / Deposit Number when Unassigned
Number will be Tnnnn where nnnn will start at
CSV Delimited File (Bank Transactions) to Import
File Name
E:\Bank Stmts\AccountHistory.csv
Browse...
File Import Options
Remember File Name Only
Remember Folder Location and File Name
File Name Starts with
Don't Recall Previous Import Folder / File
File After Import Actions
Delete Import File After Import
Archive Import File
Don't do Anything
Cancel
Next ->

- Enter "Farmer's Bank" as the Data Map Name. You may want to use the name of your bank so that it is easy to remember. If you have multiple bank accounts with the same institution, then it is recommended to create a data map for each one defined in FarmBooks. The import process keeps track of the last data range imported for the data map.
- We will select 0029 for the bank account.
- Press the browse button to locate the import file.
- Accept default values for the other field values. Press Next to continue…

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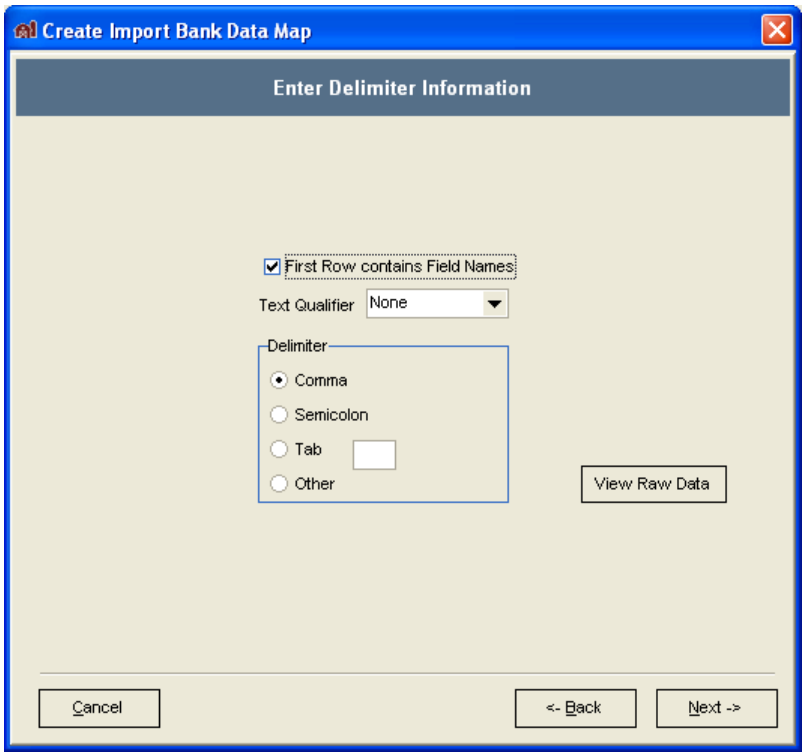
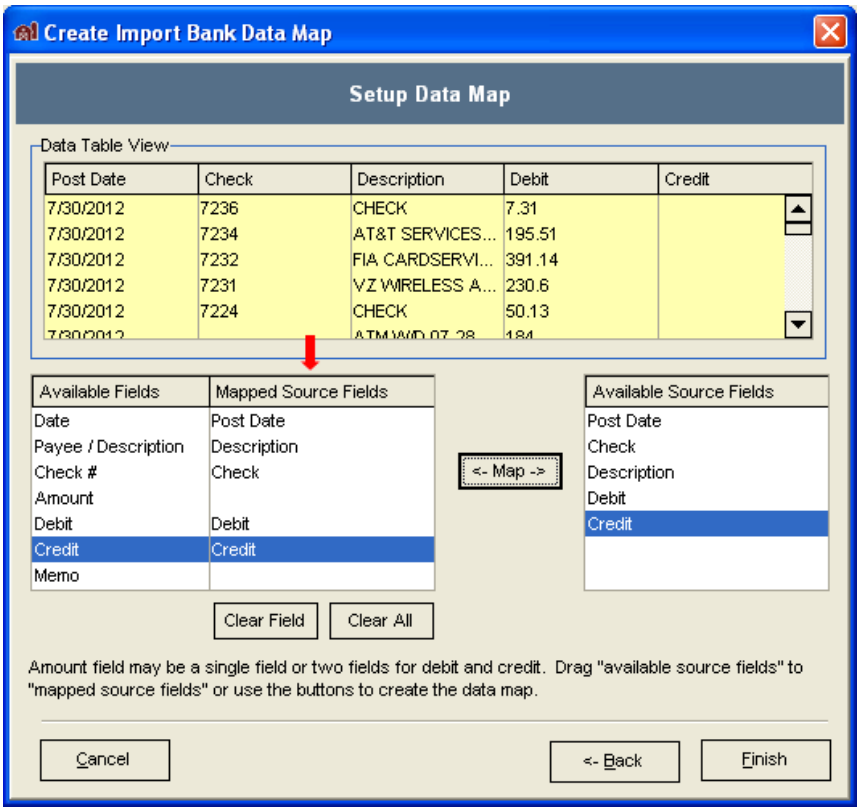


- Press Next to accept the defaults for the "Enter Delimiter Information" page. This page is provided in case you need to override the defaults detected from analyzing the data.



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- On the “Setup Data Map” page, we will need to tell FarmBooks how your bank or Credit Card Company arranged its data fields. You can view your data in the yellow list at the top of the window. FarmBooks provides the fields listed in “Available Fields” in the leftmost list. Your bank’s data is shown the “Available Source Fields” in the rightmost list. The center list “Mapped Source Fields” is where you describe how the fields from your bank on the right are mapped to FarmBooks available fields on the left. You can drag fields from the right and drop them in the center or highlight fields on the right and left and press the map button.
- Your bank may place amounts as either a debit and credit or a single value column. FarmBooks requires that you have a date, check number, description, and an amount at a minimum.
- Press the finish button.

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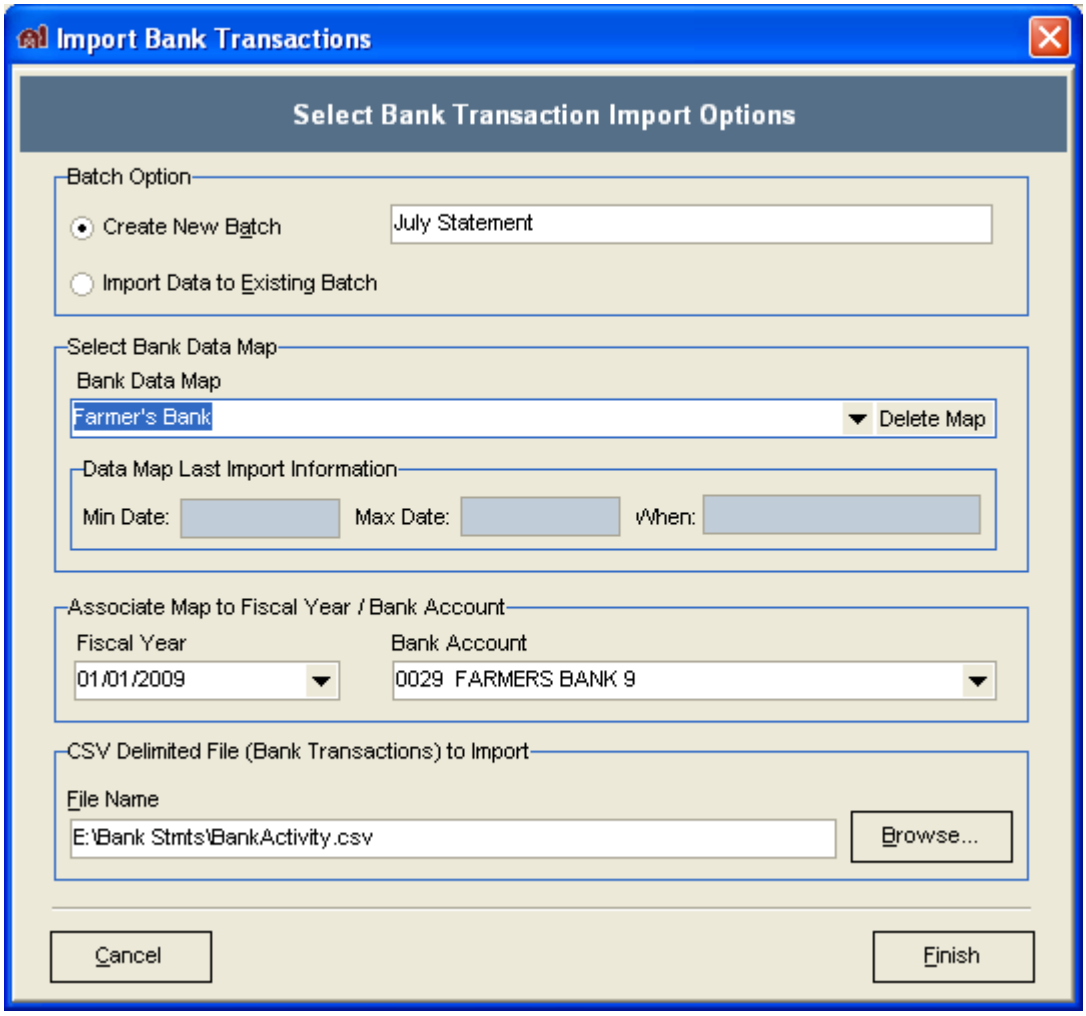
Import Bank Transactions

To actually import your data that you downloaded, press the "Import" button and select "Bank Transactions…" or press the Ctrl-I key combinations. The import wizard will guide you though the process of importing your bank or credit card data. You will not be required to do the create data map again unless you are adding additional institutions.

- Click on **Import Button: Bank Transactions**



- Enter a meaningful batch name for the new batch. In our case, we will enter "July Statement".
- Select the bank data map name from the dropdown list. Notice that it fills in the defaults for the remaining fields. It will also display the last minimum and maximum date detected in the last batch imported.
- Press the finish button to import your data.
- The log will show varies information about the import process and whether any overlapping dates were detected with the last import. The log file is not saved for viewing in the future.

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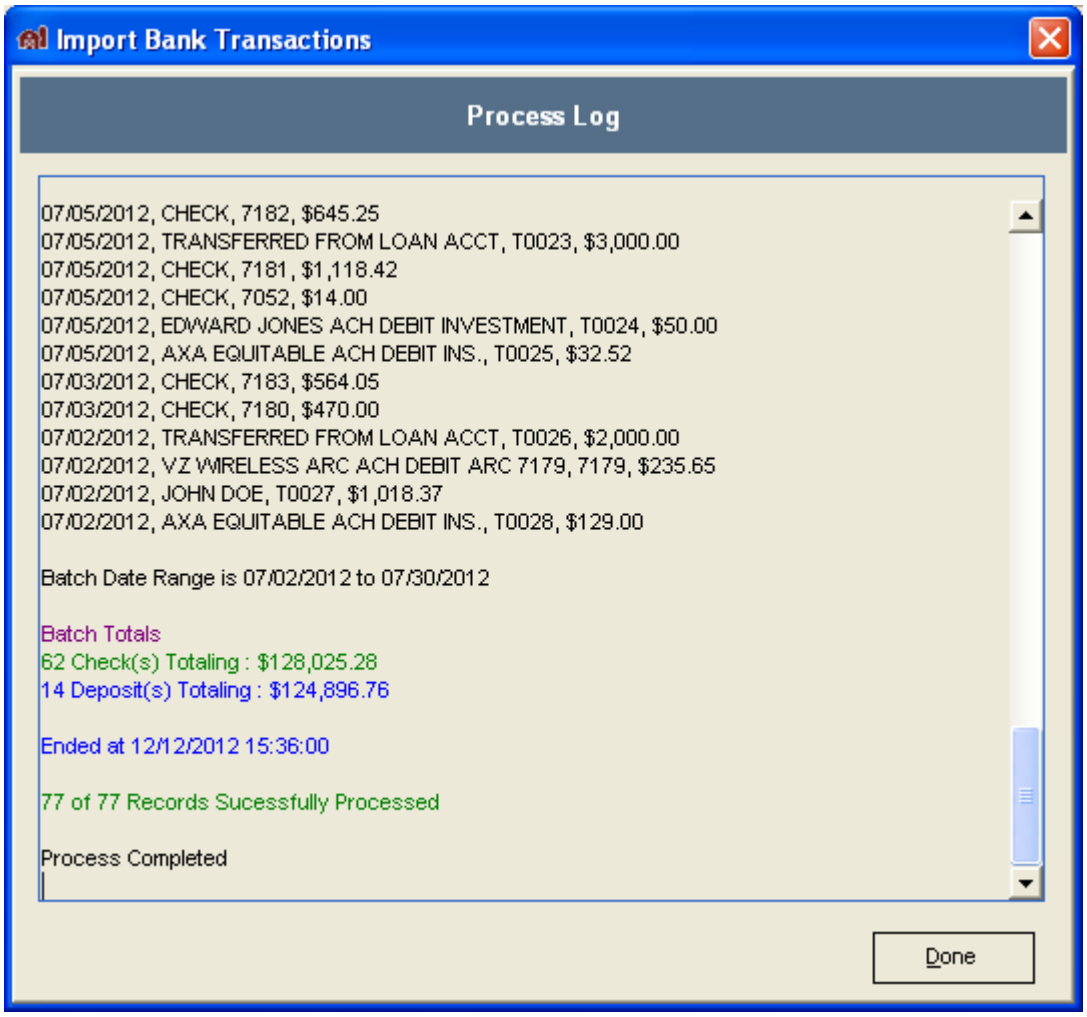
Import Bank Transactions
Process Log
07/05/2012, CHECK, 7182, $645.25
07/05/2012, TRANSFERRED FROM LOAN ACCT, T0023, $3,000.00
07/05/2012, CHECK, 7181, $1,118.42
07/05/2012, CHECK, 7052, $14.00
07/05/2012, EDWARD JONES ACH DEBIT INVESTMENT, T0024, $50.00
07/05/2012, AXA EQUITABLE ACH DEBIT INS., T0025, $32.52
07/03/2012, CHECK, 7183, $564.05
07/03/2012, CHECK, 7180, $470.00
07/02/2012, TRANSFERRED FROM LOAN ACCT, T0026, $2,000.00
07/02/2012, VZ WIRELESS ARC ACH DEBIT ARC 7179, 7179, $235.65
07/02/2012, JOHN DOE, T0027, $1,018.37
07/02/2012, AXA EQUITABLE ACH DEBIT INS., T0028, $129.00
Batch Date Range is 07/02/2012 to 07/30/2012
Batch Totals
62 Check(s) Totaling : $128,025.28
14 Deposit(s) Totaling : $124,896.76
Ended at 12/12/2012 15:36:00
77 of 77 Records Sucessfully Processed
Process Completed
Done

- Press the done button to continue. The batch will be opened automatically or is refreshed if you are adding additional transaction to an existing batch.

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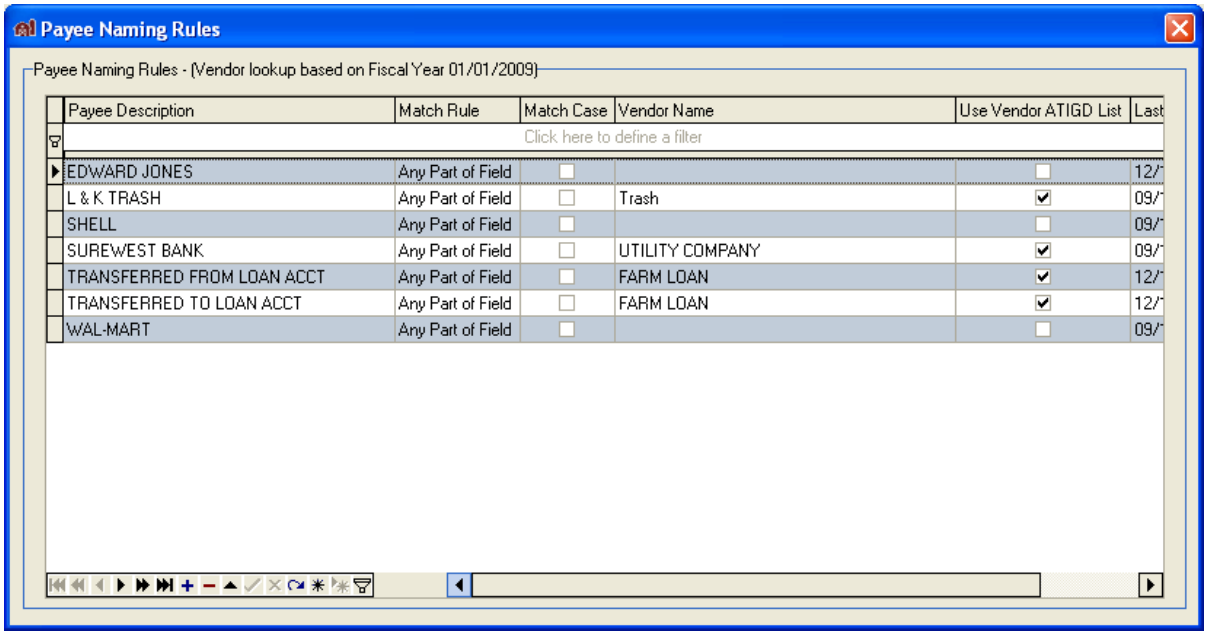
Payee Naming Rules

The last option under the import button is "Payee Naming Rules". This allows you to maintain the list of rules that you have created over time. Payee Naming Rules are only used when importing bank transactions.

The transaction description used by a debit or credit transaction can be ugly. You can create payee naming rules that will translate this description into a payee name that you would prefer. Furthermore, you can assign a vendor code to the payee naming rule that will remap the bank description to a vendor. If you use a vendor code with the payee naming rule, you can take advantage of the existing vendor memorized ATIG/D list feature to have data automatically assigned an ATIG/D code or list of codes during the import.

- Click on **Import Button: Payee Naming Rules** - This will display a list of the existing rules that are defined and can be maintained or deleted as desired for use by future imports.



- To define a new rule, highlight an existing transaction and press **F3** or press the **Add Rule** button.

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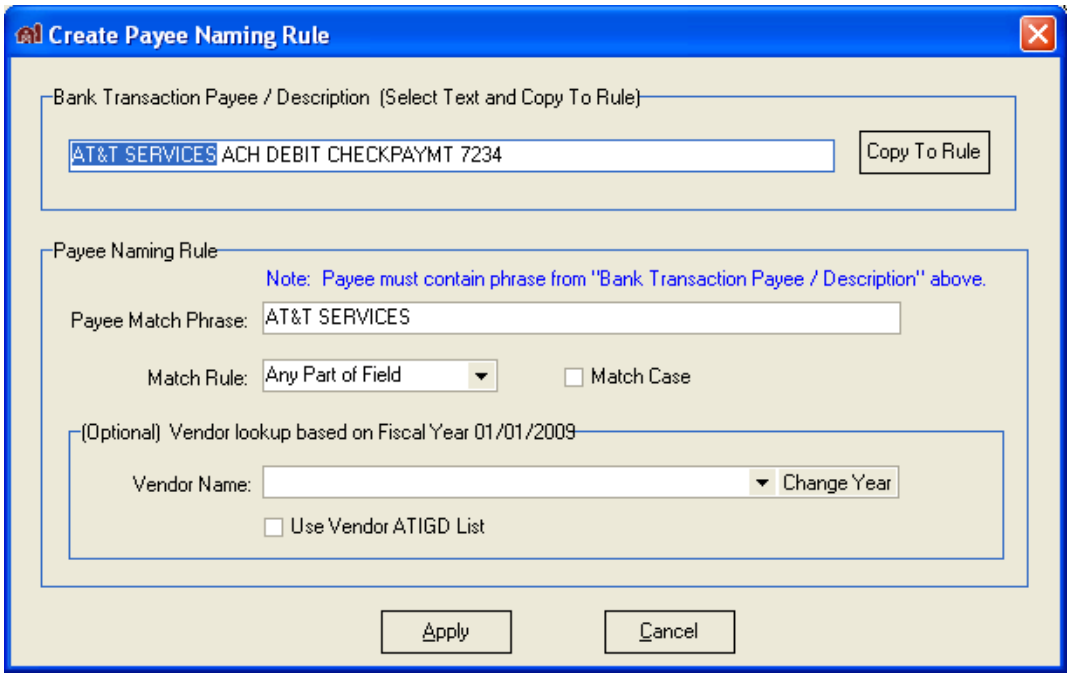
Create Payee Naming Rule
Bank Transaction Payee / Description (Select Text and Copy To Rule)
AT&T SERVICES ACH DEBIT CHECKPAYMT 7234
Copy To Rule
Payee Naming Rule
Note: Payee must contain phrase from "Bank Transaction Payee / Description" above.
Payee Match Phrase: AT&T SERVICES
Match Rule: Any Part of Field
Match Case
(Optional) Vendor lookup based on Fiscal Year 01/01/2009
Vendor Name:
Change Year
Use Vendor ATIGD List
Apply
Cancel

- Highlight the phrase from the bank transaction payee / description and press Copy to Rule. During the import, the process will scan the bank transaction payee using the match rule (match "Any Part of Field" for AT&T SEVICES regardless of case – shown in sample above) to determine if you have a rule defined. If a match is found, then the rule will be applied to the imported transaction.

- You can assign a vendor code to the payee naming rule that will remap the bank description to a vendor. If you use a vendor code with the payee naming rule, you can take advantage of the existing vendor memorized ATIG/D list feature to have data automatically assigned an ATIG/D code or list of codes during the import.

  During the import process, for instance, the payee naming rule can detect a debit transaction to your electric company and automatically classify the transaction with the proper ATIG/D assignment. If the transaction is fully specified, the transaction will be "ready to post" and will be indicated by the "green arrow" symbol in the status column. If further edits are required, then the status will be shown with a "red x" symbol. A warning (yellow triangle with an explanation mark) will be displayed if the imported transaction is considered a duplicate transaction. In fact, you can click on the status symbol to see a list of corrections needed or an informational message. See the sample popup window that is displayed for a transaction needing corrections before posting will be permitted for this line.

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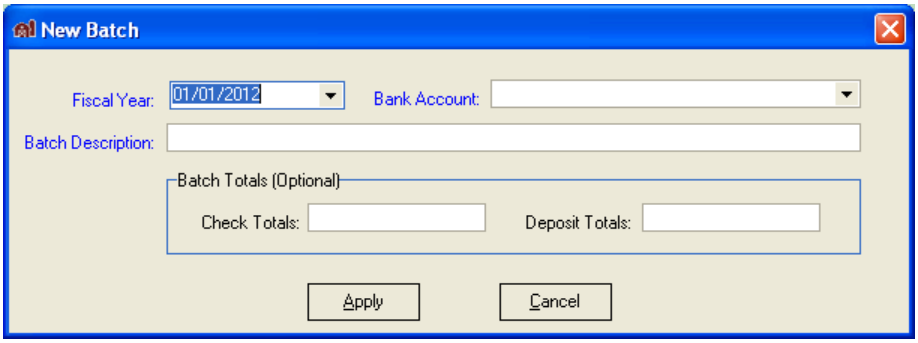
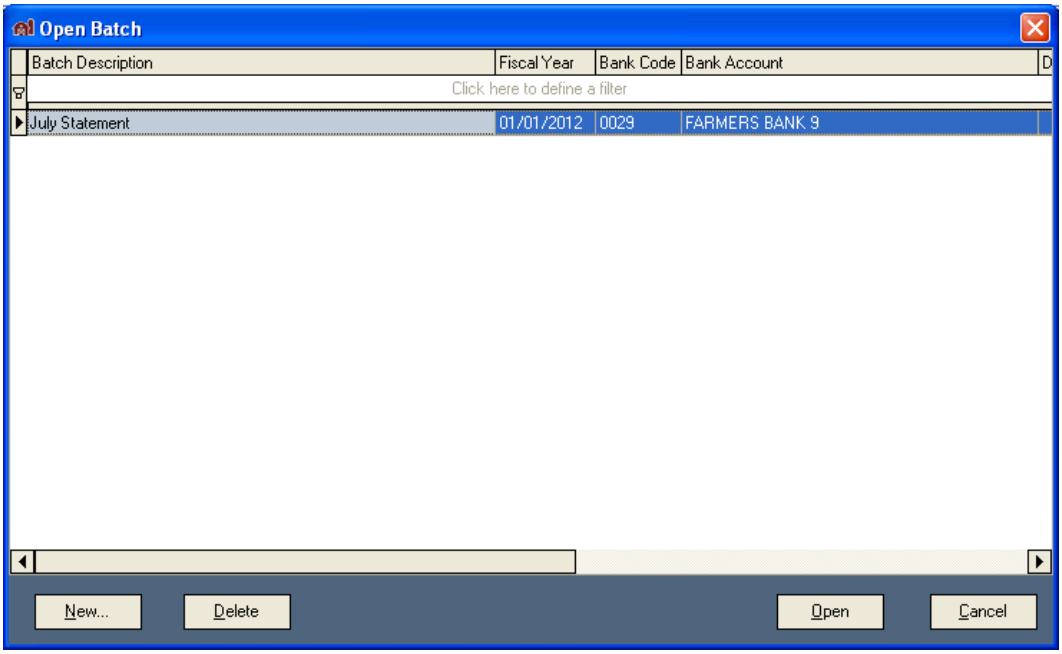
Batch Activities

New – Create a new batch; Fiscal Year, Bank Account, and Description are the required fields.



Open – Open an existing batch; the open will close an existing batch if one is already open and then open the selected batch. You may also delete a batch from this window or create a new batch.



Close – Close a batch

Mark All – Automatically Check all transactions (Grid Post Column) that are "Ready to Post"

Clear All – Automatically Uncheck all transactions (Grid Post Column)

Post – Post all transaction with a status of "Ready to Post" and have the post column checked.

Edit Buttons

New – Create a new transaction

Record – Save a transaction

Undo – Undo edits for a transaction

Duplicate – Duplicate the check / deposit detail (line one of two entry lines)

Delete – Delete a transaction line.

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ATIG/D Grid Column Buttons

Four possible buttons can be displayed within the grid ATIG/D column

- Three of them are displayed to assist with the entry of an ATIG/D code and are displayed when the grid column receives input focus. The first button is a down arrow and allows the user to search a drop down list by ATIG/D code. The second or middle button is an ellipse (three dots) that allows the user to search for an ATIG/D value from a hierarchical list of account categories with drill-downs to locate the desired income or expense code. The third button is called "L/R" for Loans or Receivables and is dependent on the transaction type being a check or deposit respectively. The loan / receivable button allow the user to view the list of loans or receivables defined for the current year and apply it to the transaction being entered. It will automatically populate the ATIG/D along with its corresponding external code. This can help minimize using the incorrect pair of ATIG/D and external code combinations when making a loan payment or receivable amount.

- The fourth button is only displayed when the transaction type is a paycheck and will hide the other three buttons and will be shown as "Paycheck Detail". Clicking the Paycheck Detail button or pressing the Alt-K key will bring up the payroll paycheck detail window to allow payroll details to be entered for an employee just like a the standard paycheck entry screen.

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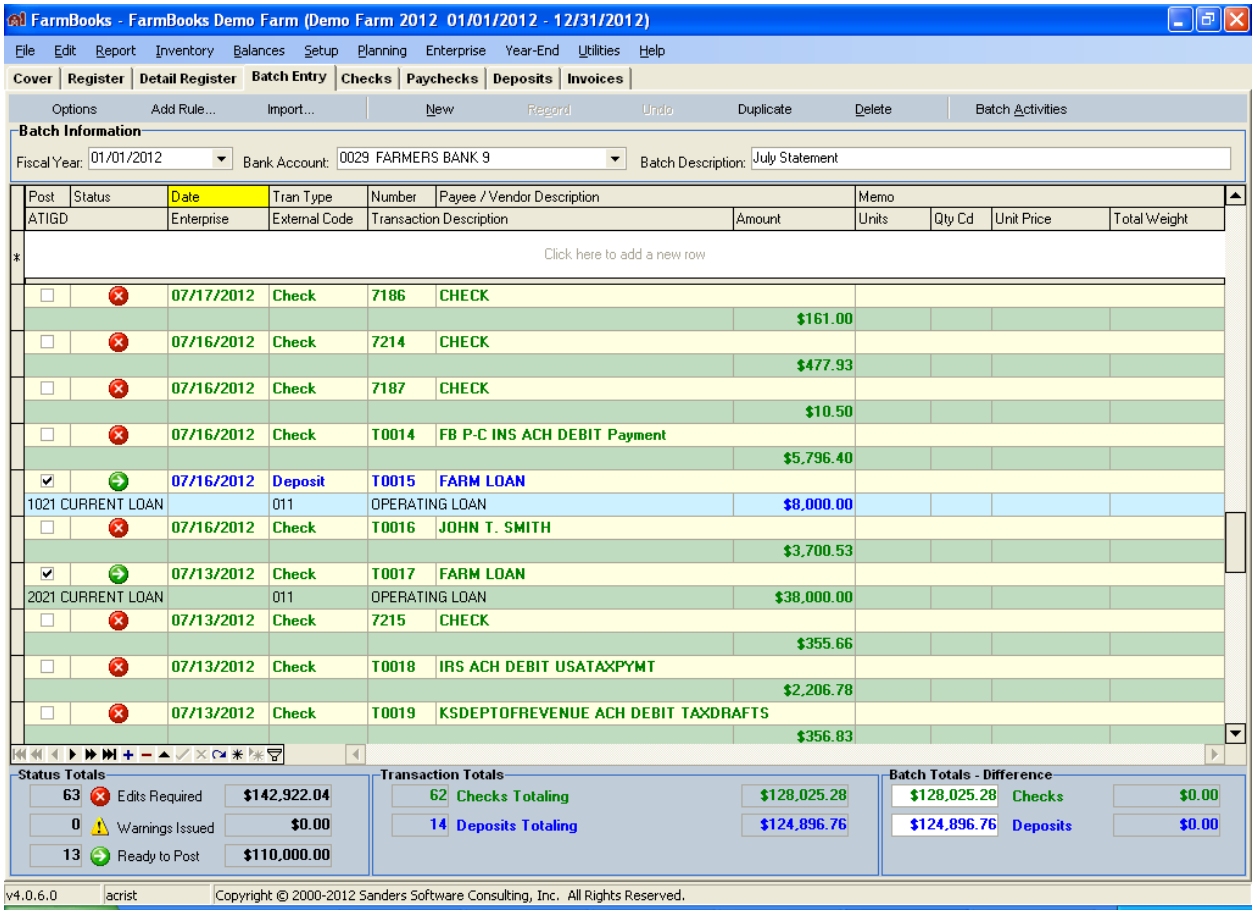
Grid Overview

A transaction record has one record with two lines of entry. The first line details the payee along with check/deposit information whereas the second line list the account code, enterprise, external code, amount, and unit information (same as in check/deposit entry). If multiple ATIG/D codes are needed to describe the transaction, press the F2 key to duplicate the currently selected row in the list of transactions and add another ATIG/D code. You can create as many lines as necessary for the transaction. These records will be combined into one transaction (same check/deposit number) during the post activity step. When the transaction is posted, it will be posted to accounting and the bank balances will be adjusted accordingly and the data will be available to be displayed on reports and in the register.

You can work on the batch for as long as is needed and it can be recalled when the application is opened on a later date if desired. If all transactions are ready to post, the batch will automatically be deleted. You can elect to post the ones that are ready and finish the remaining ones during another edit session or have time to research. The "Post" transaction function can be found by pressing the "Batch Activities" button and selecting "Post".

The statistical panel at the bottom of the screen shows information about the batch.

- The leftmost panel shows Status Totals about how many lines and dollar amounts are represented by each status of "Edits Required", "Warning Issued", or "Ready to Post".
- The middle section shows how many checks or deposits along with the corresponding dollar amount. This information is useful when enter transaction from a statement.
- The leftmost panel for "Batch Totals – Differences" shows the differences between the expected total checks and total deposit amounts and the actual amounts entered. This will give you an indication of how much may be pending entry by dollar amount.


FarmBooks - FarmBooks Demo Farm (Demo Farm 2012 01/01/2012 - 12/31/2012)
File Edit Report Inventory Balances Setup Planning Enterprise Year-End Utilities Help
Cover Register Detail Register Batch Entry Checks Paychecks Deposits Invoices
Options Add Rule... Import... New Regord Undo Duplicate Delete Batch Activities
Batch Information
Fiscal Year: 01/01/2012 Bank Account: 0029 FARMERS BANK 9 Batch Description: July Statement
Post Status Date Tran Type Number Payee / Vendor Description Memo
ATIGD Enterprise External Code Transaction Description Amount Units Qty Cd Unit Price Total Weight
Click here to add a new row
07/17/2012 Check 7186 CHECK $161.00
07/16/2012 Check 7214 CHECK $477.93
07/16/2012 Check 7187 CHECK $10.50
07/16/2012 Check T0014 FB P-C INS ACH DEBIT Payment $5,796.40
07/16/2012 Deposit T0015 FARM LOAN
1021 CURRENT LOAN 011 OPERATING LOAN $8,000.00
07/16/2012 Check T0016 JOHN T. SMITH $3,700.53
07/13/2012 Check T0017 FARM LOAN
2021 CURRENT LOAN 011 OPERATING LOAN $38,000.00
07/13/2012 Check 7215 CHECK $355.66
07/13/2012 Check T0018 IRS ACH DEBIT USATAXPYMT $2,206.78
07/13/2012 Check T0019 KSDEPTOFREVENUE ACH DEBIT TAXDRAFTS $356.83
Status Totals
63 Edits Required $142,922.04
0 Warnings Issued $0.00
13 Ready to Post $110,000.00
Transaction Totals
62 Checks Totaling $128,025.28
14 Deposits Totaling $124,896.76
Batch Totals - Difference
$128,025.28 Checks $0.00
$124,896.76 Deposits $0.00
v4.0.6.0 acrist
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